Textura™ United States

Module 6
Payment Application Process

Textura User Manual
2008

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Guide to User Manual Navigation

Icons

The following icons are used in the margin throughout the manual to bring the user's attention to noteworthy aspects of the Textura™ system, as explained below:

	Important Information	Information that may be valuable or necessary to Textura™ users.
	Special Topics	More advanced functionality and/or feature. Click icon to view details.
	Interfaces	This may be a setting that is required of or is provided for the benefit of accounting interface users in the Textura™ application. Alternately, users may be able to import or export data at this point in the process. Click icon to view the details specific to your accounting package.
	Custom Settings	This is a Custom Feature of the Textura™ system. Please contact your Textura Representative for more information.
	Draw Context	This action or setting may be affected by draw context, which impacts the timing of the application of certain settings in Textura™, and may cause the system to reset data to the context of the previous draw.
	Tutorials	Video tutorial available. Click icon to view details.

Links

Hyperlinks in the Textura™ User Manual appear in a blue font with underlining.

Hyperlinks represent a link to another area of the manual that the user may find helpful to view. When the user clicks a hyperlink, the user is taken to that topic or area of the manual. Users should note their starting point prior to navigating away, to facilitate their return.

Some hyperlinks allow the user to view a web page outside of the User Manual. The destination URL opens in a new "tab" or "window" that the user may close when viewing is complete.

PDF Documents for Printing

The following Textura™ documents are available as PDF files for viewing, saving, and printing:

- Module 1 – Textura Overview — Approximately 0.7 MB
- Module 2 – Create Account — Approximately 2.7 MB
- Module 3 – Project Setup — Approximately 4.0 MB
- Module 4 – Contract Administration — Approximately 2.9 MB
- Module 5 – Budget Management — Approximately 4.4 MB
- Module 6 – Payment Application Process — Approximately 6.0 MB
- Module 7 – Compliance Management — Approximately 3.0 MB
- Module 8 - Disbursement — Approximately 3.2 MB
- Textura User Terms — Approximately 0.6 MB
- Special Topics
  - Draw Context
  - Specified Billing
  - Parallel Signatory Invoice Approval
  - Special Budget
  - Multiple Serial Signatory Invoice Approval
- Textura User Manual (Modules 1 – 8) — Approximately 22 MB

PDF date stamp

Textura Documents print with a date stamp to provide users with the ability to see at a glance how current their information is. The date stamp format is: **12-Dec-08**

Textura™ user online help is frequently updated. Access the most current information via Textura Info on your Home Page.

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Module 6 – Payment Application Process

The Textura™ system facilitates the exchange of documents and information that takes place between a Contracting Organization, its Subcontractors, Material Suppliers, Owner/Developer(s), and other participants in the construction process.

A typical draw process using Textura™ includes the following steps:

Initiate Draw
- Contracting Organization initiates a draw

Email Notification
- Subcontractors included in the draw **receive email notification** from Textura™

Submit Invoices
- Subcontractors **submit signed invoices, lien waivers, and** appropriate **legal documents**

Review / Approve Invoices
- Contracting Organization completes **review and approval of invoices** in draw

Owner Billing
- Contracting Organization **enters self-performed work details and/or fees** to complete their **Owner Billing**

Sign Pay Application
- Contracting Organization **signs the pay application** (finalizes invoice and/or sworn statement and lien waiver)

Draw Funded
- Disbursing Organization **funds the draw** according to terms in contract (e.g., pay when paid)

Payment Disbursed
- **Payment is made** electronically to all Textura™ participants through ACH

Link to Owner Billing

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Subcontractor Invoicing - Overview

The following section provides a more detailed view of the steps associated with Subcontractor Invoicing.

- Contracting Organization **initiates a draw**
- Subcontractors included in the draw **receive email notification** from Textura™
- Subcontractors **submit signed invoices and lien waivers**, including appropriate legal documents
  - Users can attach additional documents to their pay application (e.g., certified payroll, photos of material stored) using the upload attachment functionality.
    - Users can designate a document attachment (e.g., certified payroll) as “Classified” in order to limit access to that document within their own organization via user permissions.
      - All users in the contracting organization have access to the attachment.
  - The Contracting Organization may request lien waivers to be signed after the draw has been approved by the owner in a limited number of cases; where this occurs, the Subcontractor(s) receive an additional email notification to sign their lien waivers.
  - Except where noted by contract, Textura™ holds the signed unconditional lien waiver in an “electronic lock box”
    - The Contracting Organization may view an unsigned version of the lien waiver, but cannot access the signed version until payment has been made.
- Contracting Organization completes **review and approval of invoices** in draw
  - Contracting Organization can modify and/or reject Subcontractor invoices prior to final approval, if necessary.
    - Subcontractor modifies or re-enters invoice details as required in order to resubmit

Documents signed in Textura™ are displayed using Adobe® Reader®. Before you begin signing your documents, please verify that you have the most up-to-date version of this application. You can download Adobe® Reader® at no cost at http://www.adobe.com/. Follow the instructions for downloading or updating your copy.

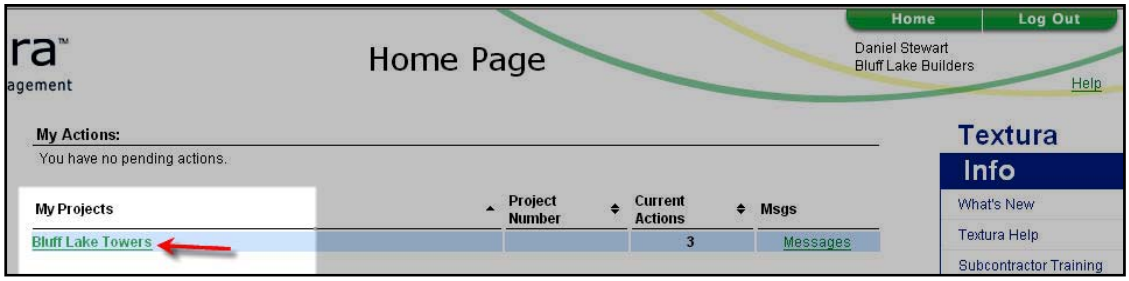
Subcontractor Invoicing – Contracting Organization

Initiate the Draw

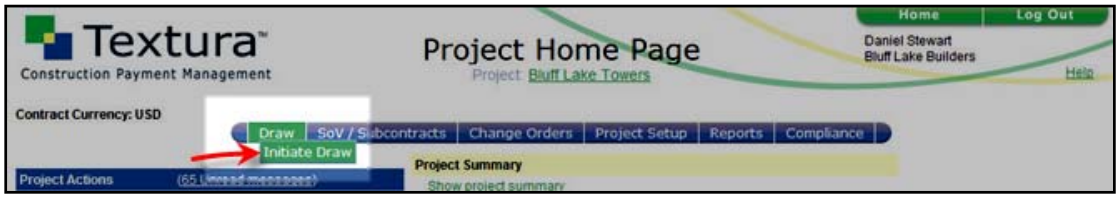
The Project Manager for the Contracting Organization may receive an email notification from Textura™ reminding them that it is time to initiate the draw, if they have updated their Draw Calendar. Refer to **Module 3 – Project Setup: Draw Calendar** or click here to view.

The draw is initiated from the **Project Home Page**.

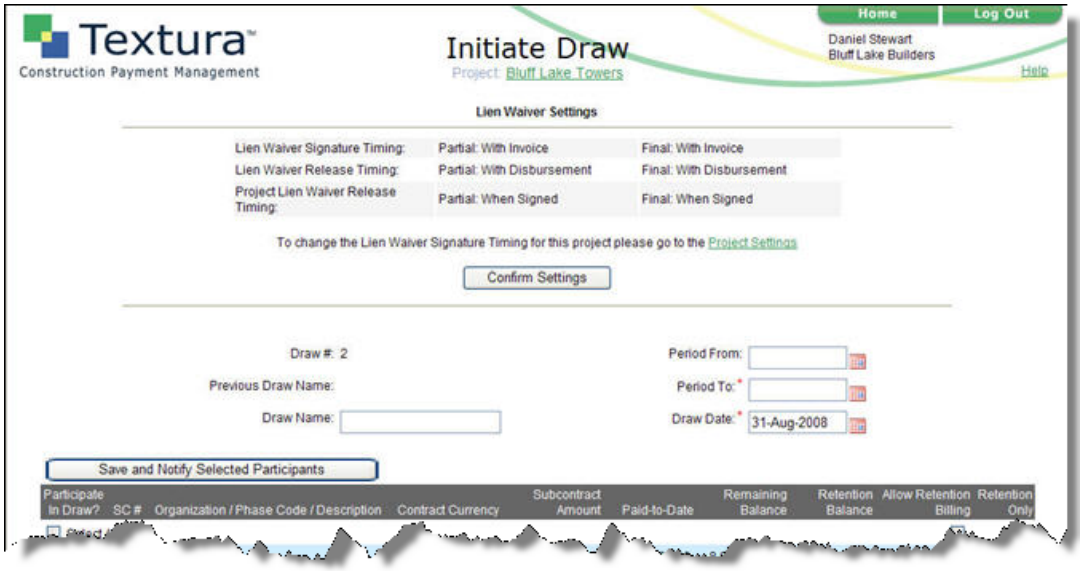
1. Click on the project name to navigate from the **Home Page** to the **Project Home Page**.



2. Select **Initiate Draw** from the **Draw** dropdown menu on the central navigation bar.



The system displays the **Initiate Draw** page.



Initiating the First Draw

The user is prompted to confirm their Lien Waiver Settings the first time a draw is initiated for a project, or until the settings are confirmed. These settings determine the timing of Subcontractor Lien Waiver submission and release as well as the Contracting Organization Lien Waiver release (i.e., timing of when Project Lien Waiver is available to on-system participants).

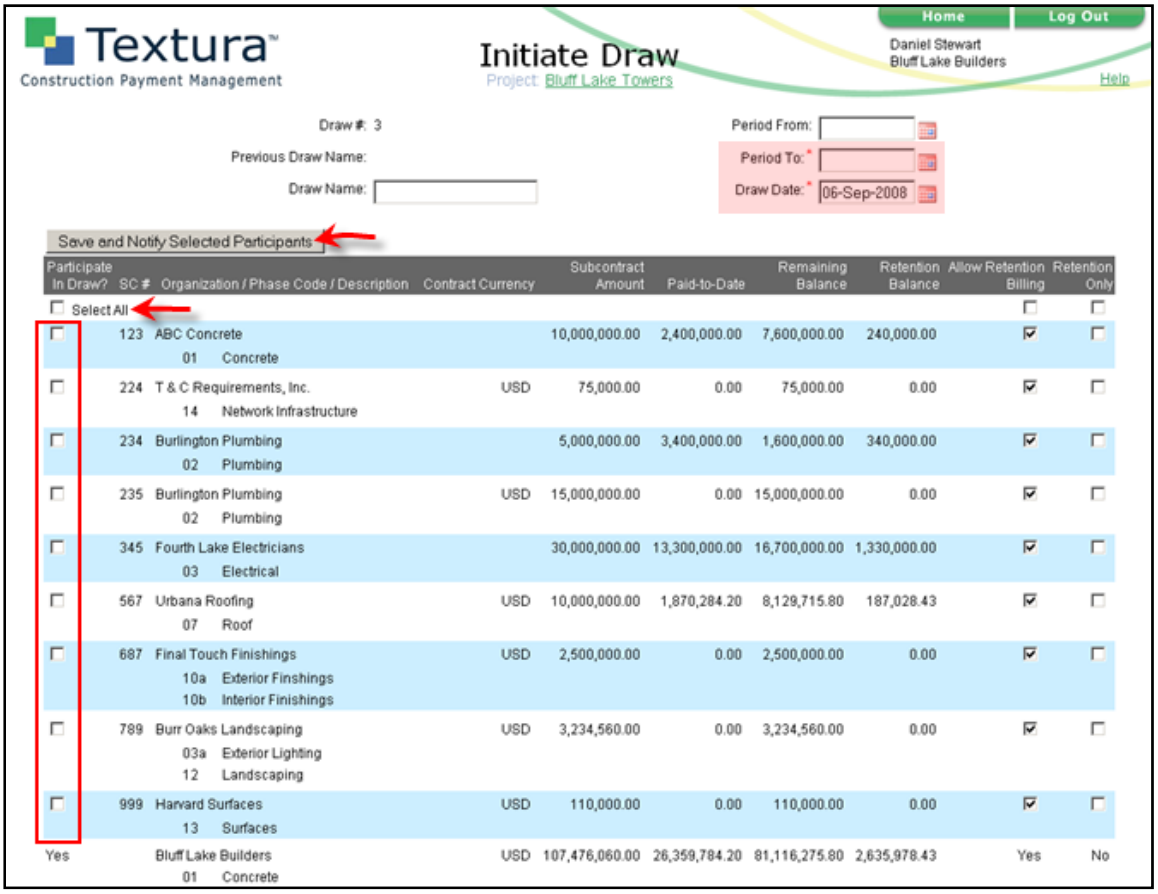
To modify Lien Waiver Signature Timing Settings prior to initiating the draw, return to the Project Settings page using the link provided. Refer to **Module 3 – Project Setup: Lien Waiver Settings**, or click here to view.

If you need to change the *release* timing (i.e., when signed Lien Waivers will be available to on-system participants), please contact your Textura™ representative for assistance. This request can only be complied with under certain circumstances.

1. Click **Confirm Settings**

The page reopens without the Confirm Settings dialog.

- **Draw #** defaults to “1” and may be modified on the first draw only. Each subsequent draw is numbered in sequence.



All fields with a red asterisk (*) are required.

2. Enter the **Period From** and **Period To** dates.
   - **Period From** date is optional and represents the starting date for the billing period
   - **Period To** is required and represents the bill-through date for all invoiced amounts in the draw
   - Both **Period From** and **Period To** dates appear on Pay Application documents
3. Verify or modify **Draw Date**, which indicates to Subcontractors the date that invoices are due.
   - defaults to three days after draw is initiated
   - may be changed
   - does not cause the Draw to close automatically
4. Enter an optional “**Draw Name**” to display on screen and on customized documents as needed. Please contact your Textura™ representative for more information.

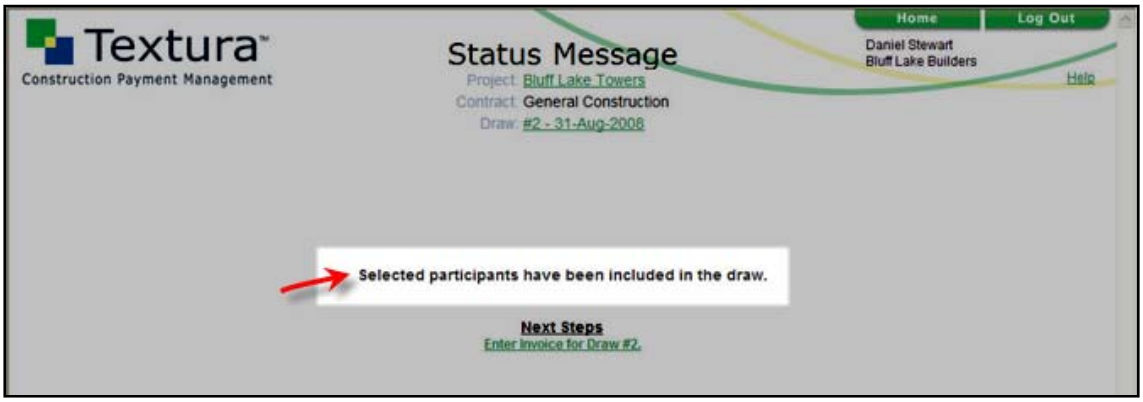
5. Click **Select All** to include all participants in the Draw, **OR** select individual checkboxes under **Participate in Draw?** to invite specific subcontractors.
   - The Contracting Organization is automatically included in the draw.
6. Enable or disable Retention Billing as necessary.
   - If this is a retention draw for any or all of the subcontractors, click the appropriate checkbox(es) to the right of their name.
     - The top check boxes on these columns will automatically select or deselect all.
   - "**Allow Retention Billing**" enables the Subcontractor to bill for retention.
   - "**Retention Billing Only**" limits the Subcontractor's billing to retention ONLY (i.e., Subcontractor is not able to bill for work completed as part of this draw)

Subcontractors who have not confirmed their contract and are therefore not available to be included in the draw can be added at a later date by selecting Add Draw Participants on the Draw Home Page.

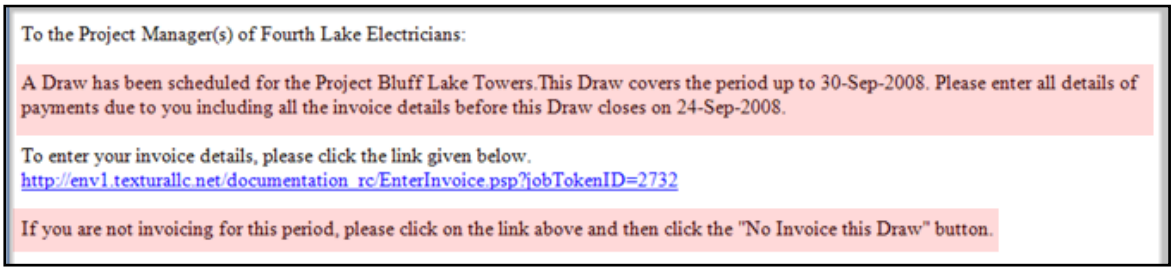
7. Click **Save and Notify Selected Participants**.

The system displays a **Status Message** confirming that selected participants are included in the draw, and prompting the Contracting Organization to enter their invoice.

The Contracting Organization should not submit their invoice until all participating Subcontractor invoices have been received and approved.



The system generates an email to draw participants to notify them that the draw is open and request that they either enter their invoice amounts in Textura™ or submit a "No Invoice this Draw" response. See Enter Invoice or Notification of a Subcontractor not Invoicing for more information.


To the Project Manager(s) of Fourth Lake Electricians:

A Draw has been scheduled for the Project Bluff Lake Towers.This Draw covers the period up to 30-Sep-2008. Please enter all details of payments due to you including all the invoice details before this Draw closes on 24-Sep-2008.

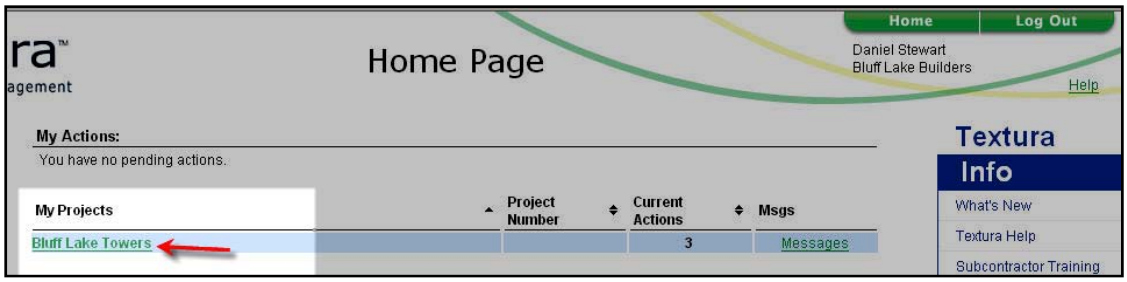
To enter your invoice details, please click the link given below.
http://env1.texturallc.net/documentation_rc/EnterInvoice.psp?jobTokenID=2732

If you are not invoicing for this period, please click on the link above and then click the "No Invoice this Draw" button.

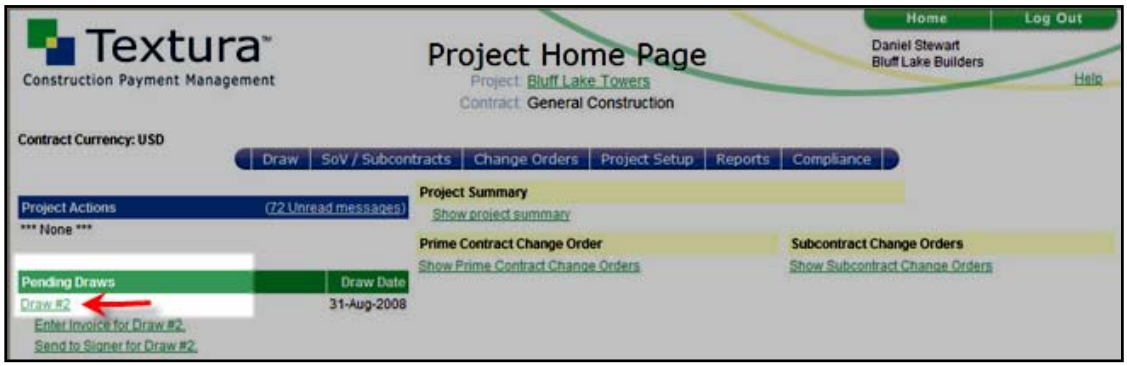
Add or Re-invite Draw Participants

Participants can be added or re-invited to the draw at any time prior to its close.

1. Click on the project name to navigate from the **Home Page** to the **Project Home Page**.

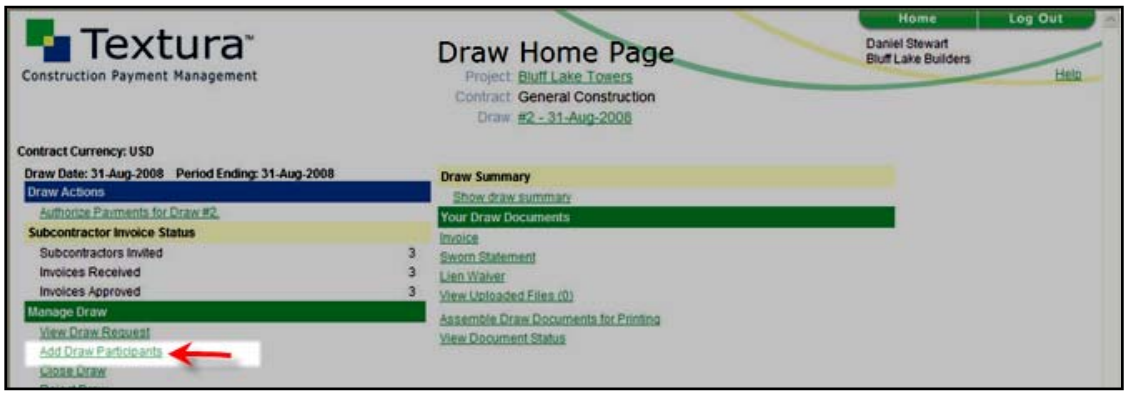


2. Select the **Draw #** under **Pending Draws** in the left margin.



The system displays the **Draw Home Page**.

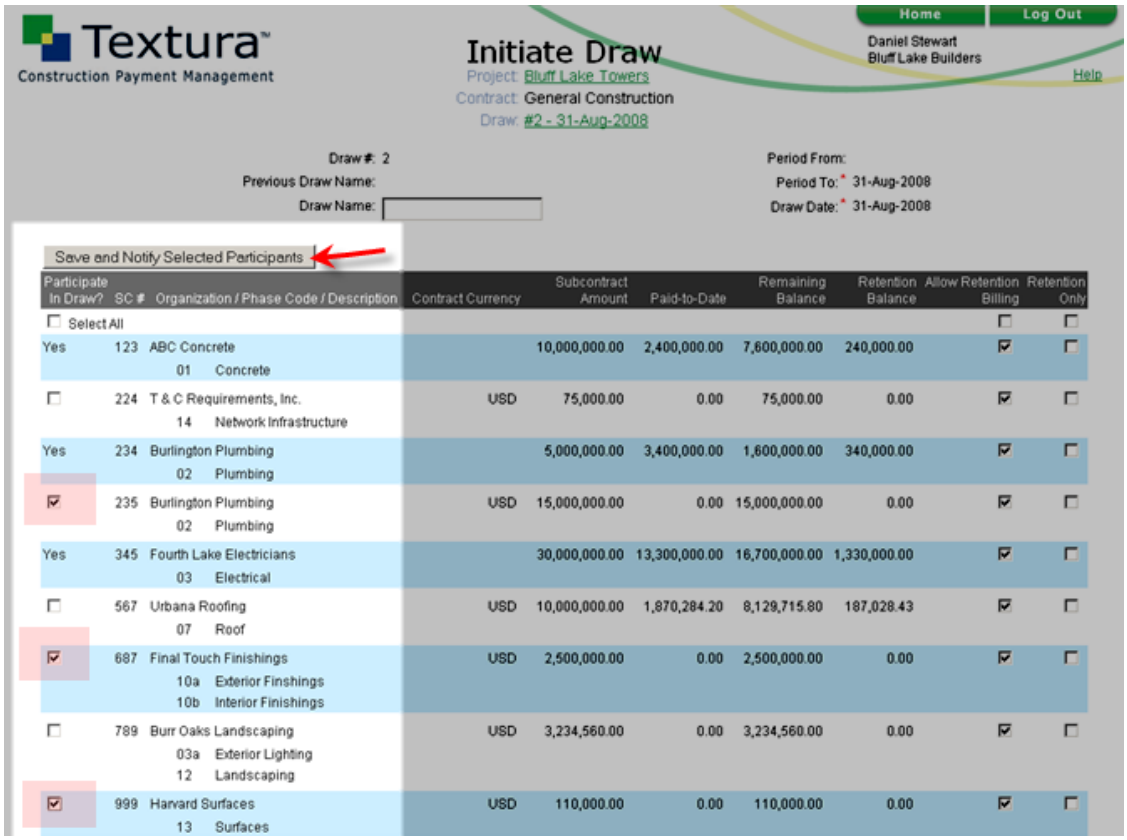
3. Click **Add Draw Participants**.



The system displays the **Initiate Draw** page.

4. Click the **Participate in Draw?** checkboxes for any Subcontractors that you are adding to the draw.

5. Click **Save and Notify Selected Participants**.



The system displays a Status Message confirming that selected participants are included in the draw.

The system also generates an email to the added draw participants to notify them that the draw is open and request that they either enter their invoice amounts in Textura™ or submit a “No Invoice this Draw” response. Refer to Enter Invoice or Notification of a Subcontractor not Invoicing in this module for more information.

Subcontractor Invoicing – Subcontractor

There are two methods in Textura™ by which Subcontractor invoicing may be submitted. Typically, the Subcontractor navigates to the Textura™ Log In page by clicking the link provided in the email request for an invoice. The user can also Log into the system using their Textura™ "Bookmark," or by selecting "Client Login" from the Textura™ website at www.texturacorp.com. Refer to **Module 2 – Create Account: Logging into the Textura™ system** or click here to view.

Once logged in, the action to Enter Invoice for Draw # is available to the user on both the Draw Home Page and the Project Home Page. The Enter Invoice action remains on the Home Page until the invoice is signed. Once signed, the invoice cannot be modified by the Subcontractor.

The Contracting Organization either approves the invoice or rejects it back to the Subcontractor. The Contracting Organization can also choose to modify all or part of the invoice and return it for the Subcontractor's review and signature. Final invoices must be signed by the Subcontractor in order to be included in a draw.

The Contracting Organization sometimes elects to use Specified Billing for the submission of Subcontractor invoicing. This contract setting enables the Contracting Organization to enter an invoice on behalf of a Subcontractor and submit it to the Subcontractor to view and sign. Under Specified Billing, the Subcontractor cannot enter or modify invoice details. Refer to Special Topics for more information

Enter Invoice

Navigate to the **Enter Invoice** page by clicking the 'enter invoice' link available in the email or from the Project Home Page or Draw Home Page. All of these links will take you to the same page.

To the Project Manager(s) of Harvard Surfaces:

A Draw has been scheduled for the Project Bluff Lake Towers.This Draw covers the period up to 30-Sep-2008. Please enter all details of payments due to you including all the invoice details before this Draw closes on 24-Sep-2008.

To enter your invoice details, please click the link given below.
http://env1.texturallc.net/documentation_rc/EnterInvoice.psp?jobTokenID=2775

If you are not invoicing for this period, please click on the link above and then click the "No Invoice this Draw" button.

Pending Draws	Draw Date
Draw #3	24-Sep-2008
Enter Invoice for Draw #3.	

Draw Date: 24-Sep-2008 Period Ending: 30-Sep-2008

Draw Actions

Enter Invoice for Draw #3.

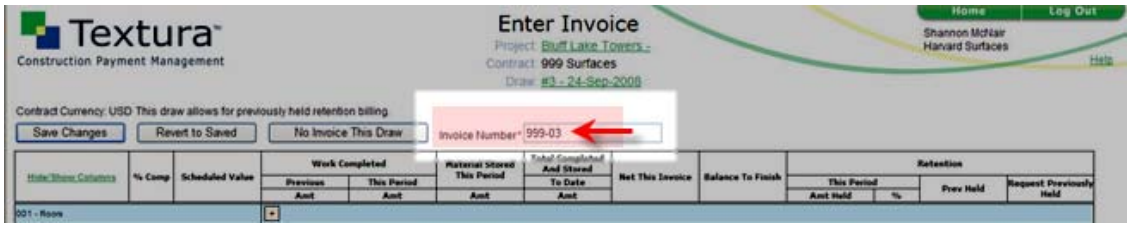
- If you will not be submitting an invoice for the current draw, click **No Invoice this Draw** to notify the Contracting Organization.

Contract Currency: USD
This draw allows for previously held retention billing.
Save Changes | Revert to Saved | No Invoice this Draw

The **Enter Invoice** screen displays your line items and current balances.

The Invoice Number may be pre-populated. You may override this number, but the Contracting Organization may choose to use the pre-populated number in their accounting system.

1. Enter the **Invoice Number** if not pre-populated.

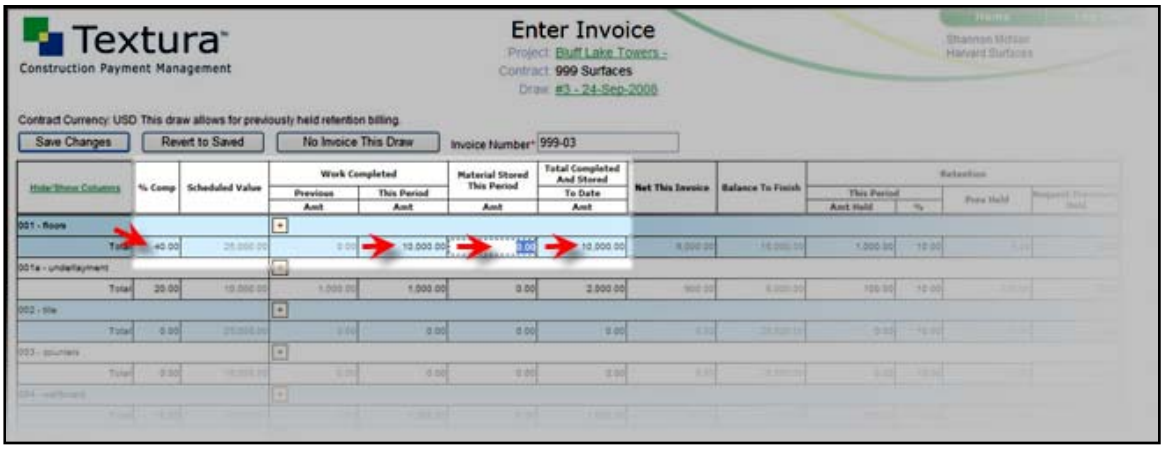


Entry Detail

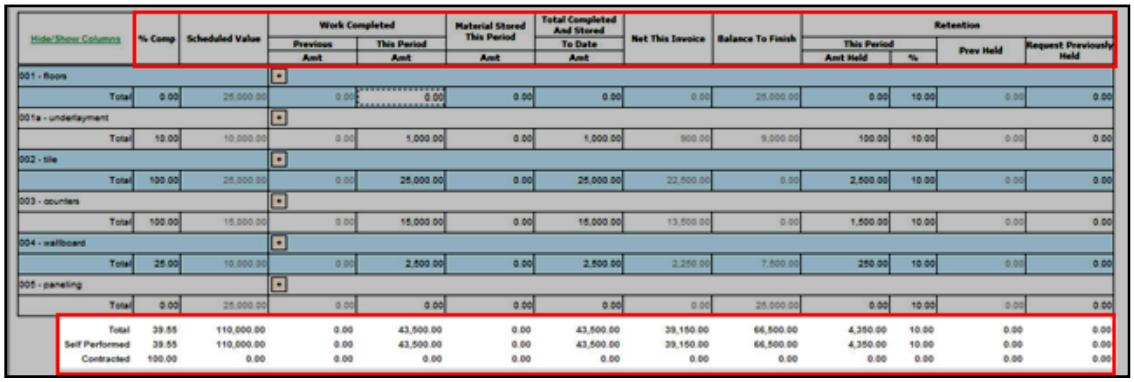
Unless otherwise noted, invoice values are in the form of your Functional Currency.

1. Click a cell to enter the first line item for which you are billing.
   - You may enter values for either **% Complete** for this period, or **Work Completed This Period,** as well as **Materials Stored This Period**, and **Total Completed and Stored to Date**. All other fields will be automatically calculated.

Invoice amounts may not exceed the remaining balance for any line item. They can be saved at any time and edited up until the invoice has been signed.



2. Verify the invoice totals at the bottom of the page:

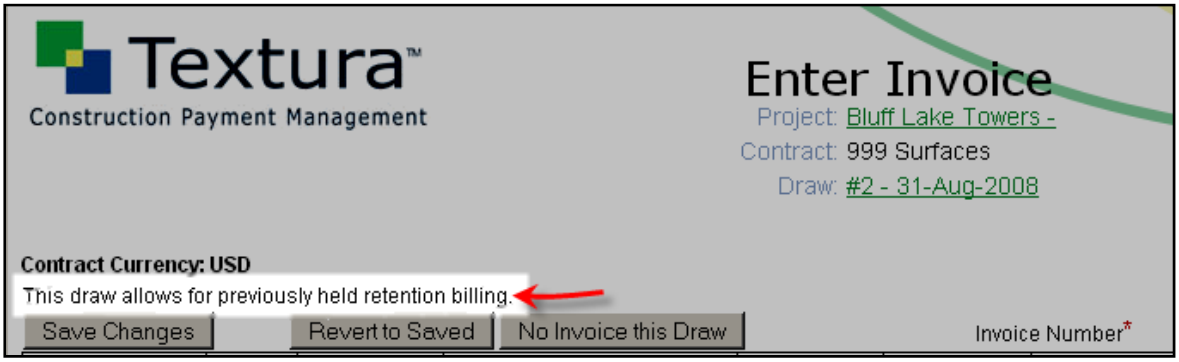


Hide/Show Columns	% Comp	Scheduled Value	Work Completed Previous Amt	Work Completed This Period Amt	Material Stored This Period Amt	Total Completed And Stored To Date Amt	Net This Invoice	Balance To Finish	Retention This Period Amt Held	Retention This Period %	Retention Prev Held	Retention Request Previously Held
001 - floors												
Total	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00	10.00	0.00	0.00
001a - underlayment												
Total	10.00	10,000.00	0.00	1,000.00	0.00	1,000.00	900.00	9,000.00	100.00	10.00	0.00	0.00
002 - tile												
Total	100.00	25,000.00	0.00	25,000.00	0.00	25,000.00	22,500.00	0.00	2,500.00	10.00	0.00	0.00
003 - counters												
Total	100.00	15,000.00	0.00	15,000.00	0.00	15,000.00	13,500.00	0.00	1,500.00	10.00	0.00	0.00
004 - wallboard												
Total	25.00	10,000.00	0.00	2,500.00	0.00	2,500.00	2,250.00	7,500.00	250.00	10.00	0.00	0.00
005 - paneling												
Total	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00	10.00	0.00	0.00
Total	39.55	110,000.00	0.00	43,500.00	0.00	43,500.00	39,150.00	66,500.00	4,350.00	10.00	0.00	0.00
Self Performed	39.55	110,000.00	0.00	43,500.00	0.00	43,500.00	39,150.00	66,500.00	4,350.00	10.00	0.00	0.00
Contracted	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Billing for Retention

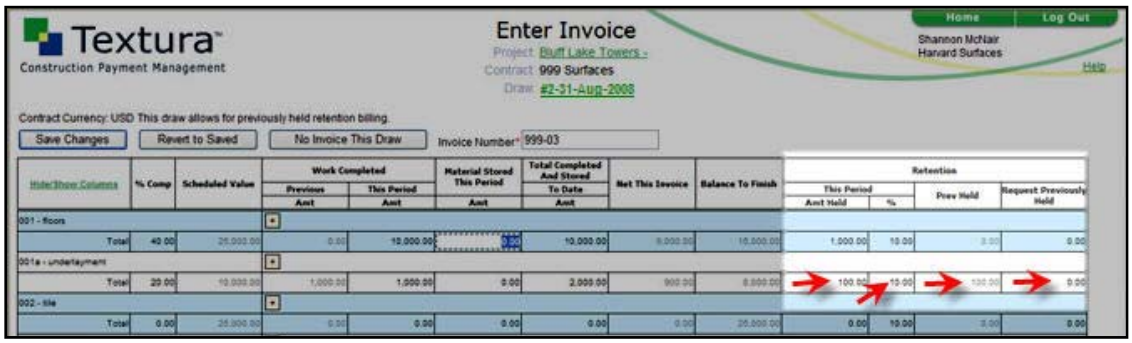
Retention is calculated for all invoice amounts at the percentage specified by the Contracting Organization.

If this is a **retention draw,** as specified by the Contracting Organization, you will see notification at the top of the screen as shown below.



In Textura, the release of retention is treated as part of the standard draw process, i.e., organizations request retention on an invoice and sign a Lien Waiver.

1. Type the value of previously withheld retention that you are requesting to be paid into the **Request Previously Held** column. The amount requested cannot exceed the value displayed in the **Retention – Prev Held** column.



2. Click **Save Changes** to save your invoice.

The system displays a **Status** page including **Next Steps**.

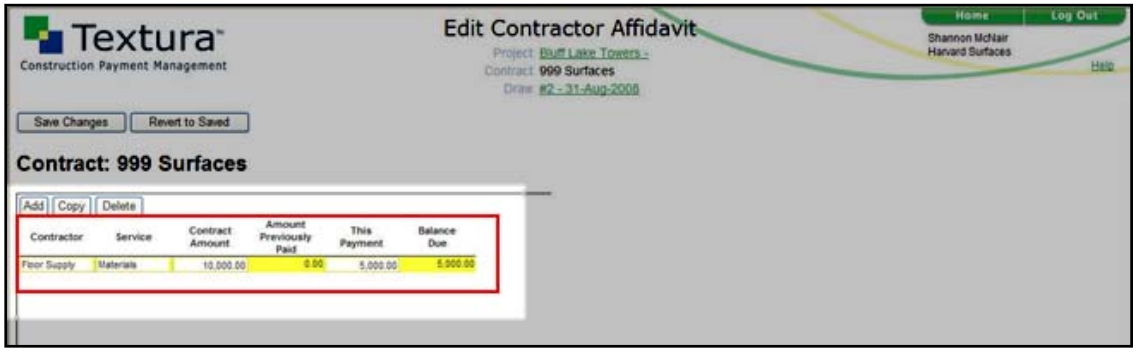
- **Enter Invoice** remains a "Next Step" until the Pay Application documents are signed.
- The invoice is not submitted for payment until it is signed.

Contractor Affidavit Lines

- If there is no Contractor Affidavit requirement, the next step is **Send to Signer** for Draw #
- If there is a project requirement for Contractor Affidavit, your next step is to **Edit Additional Contractor Affidavit Lines**.

  1. Click Edit Additional Contractor Affidavit Lines.
  2. Enter your Contractor Affidavit payment information.

     - If you do not have Subcontractors or material suppliers to add, simply click Save Changes to move onto the next step.
     - You may also choose to type "None" in the first cell to indicate to your Contracting Organization that you have completed this step.
     - Contractor Affidavits are covered in greater detail under Special Topics.



Display

Organizations may choose to customize their Enter Invoice spreadsheet to display only the fields/columns they use. The **Hide/Show Columns** option appears as a link in the upper left corner of the **Enter Invoice** spreadsheet.

Before altering your present configuration, print or otherwise record the arrangement so that you can easily return to the format if desired.

By default, the Enter Invoice page displays the following fields:

- % Comp
- Scheduled Value
- Work Completed Previous Amt
- Work Completed This Period Amt
- Material Stored This Period Amt
- Total Completed and Stored to Date Amt
- Balance To Finish
- Retention This period Amt Held
- Retention This Period %
- Retention Prev Held
- Retention Request Previously Held

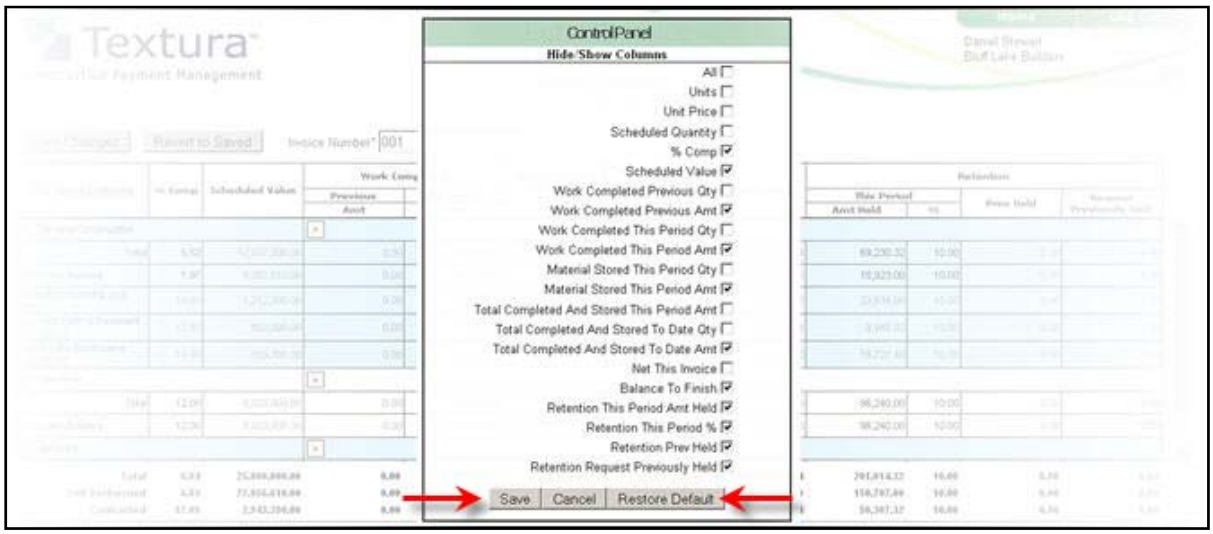
The following additional fields may be displayed to allow Unit Price Billing, a specialized invoice format required by some Contracting Organizations.

- Units
- Unit Price
- Scheduled Quantity

Unit Price data may be used for any open draw, and does not affect the Schedule of Values or the printed Pay Application. Please consult the documentation under Special Topics for more information about using Unit Price Billing.

When **Show/Hide Columns** is selected, the **ControlPanel** dialog appears, allowing the user to choose the fields they wish to see displayed on their Enter Invoice page.

1. Click the checkboxes to make the appropriate selections.
2. Click **Save** to close the dialog and view the reconfigured display.



- The Restore Default option is also available.

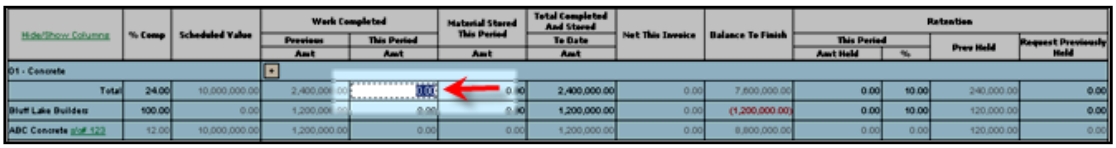
Navigation

Tab-ordered data entry

Tab-ordered data entry enables the user to move through the editable cells in the table using only the Tab key. Tab follows a path from left to right from the starting point, and, after the last editable cell of each line, moves to the first (leftmost) editable cell in the next line down. Holding down the **Shift** key when clicking the Tab key reverses the direction (to a path from right to left), but must be repeated each time the (reverse) effect is desired.

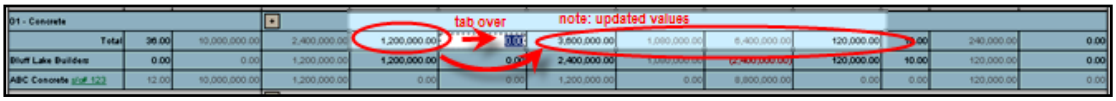
1. Click in the first field of the line item for which you are billing.

The "active" cell is outlined with a dashed box.



2. Click the **Tab** key to navigate to the next editable field.

Values affected by the entry recalculate as you tab to the next editable field.



3. Continue tabbing through the line(s) until entry is complete.

Up and down arrow keys

Users may also navigate vertically through the spreadsheet **using the up or down arrow keys**. The cursor moves to the **next editable cell in the column**, rather than in the line.

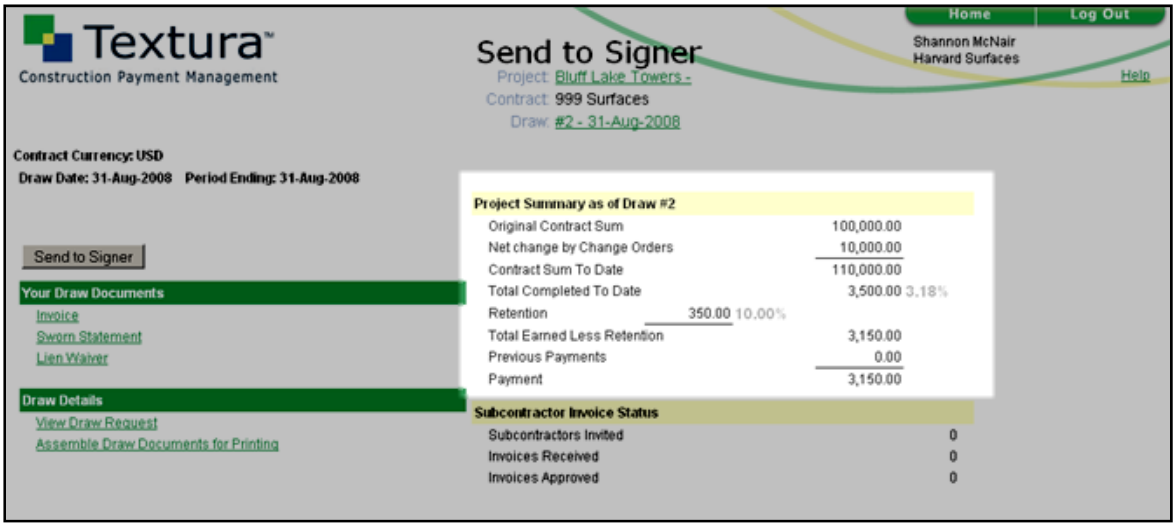
Send to Signer

To complete the submission process once the invoice has been saved and any necessary Contractor Affidavit lines have been entered, the invoice must be forwarded to the designated Signer for the organization.

Send to Signer is a trigger point for Draw Context, i.e., when the user takes this action, the draw context in the system is advanced to the next draw (initiated or not). Any modifications, etc. that take place after Send to Signer is clicked have no bearing on the draw currently being signed.

1. Click the **Send to Signer for Draw #** action under **Pending Draws** on the **Project Home Page**.

The system displays the **Send to Signer** page.

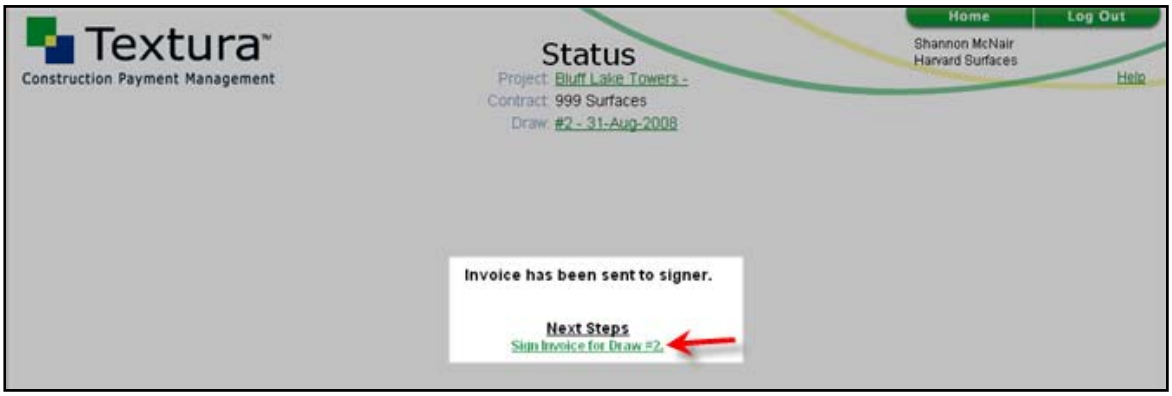


- View the **Project Summary** in the column to the right to verify that the numbers are correct.
- If the Summary is not correct, return to Enter Invoice from the Draw Home Page to resolve the discrepancies before continuing.

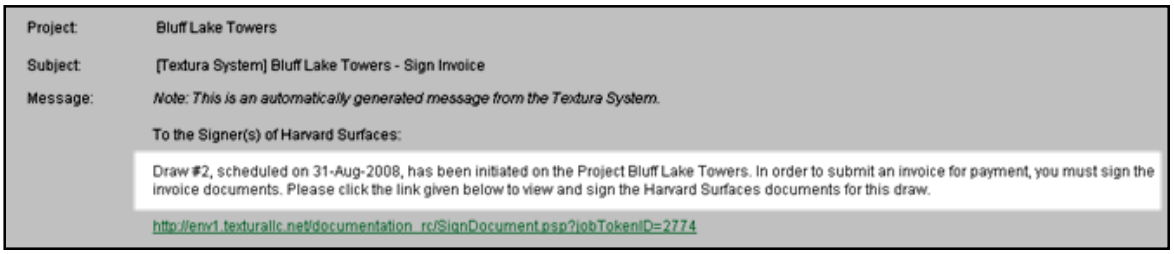
2. If the summary is correct, click the **Send to Signer** button.

The system displays a **Status** page confirming that the invoice has been sent to Signer.

- If the current user is the Signer, the Status page also displays a **Next Steps** link to **Sign Invoice for Draw #** and the user may click the link to proceed with signing the document(s).



The System notifies the designated Signer via email and project actions that there is an invoice ready to be signed. **This email is automatically generated and will be sent even when the signing action is completed immediately after the Send to Signer step**.



Project: Bluff Lake Towers

Subject: [Textura System] Bluff Lake Towers - Sign Invoice

Message: *Note: This is an automatically generated message from the Textura System.*

To the Signer(s) of Harvard Surfaces:

Draw #2, scheduled on 31-Aug-2008, has been initiated on the Project Bluff Lake Towers. In order to submit an invoice for payment, you must sign the invoice documents. Please click the link given below to view and sign the Harvard Surfaces documents for this draw.

http://env1.texturallc.net/documentation_rc/SignDocument.psp?jobTokenID=2774

Sign Documents

The system will automatically display the documents required by the Contracting Organization for the draw, including any or all of the following:

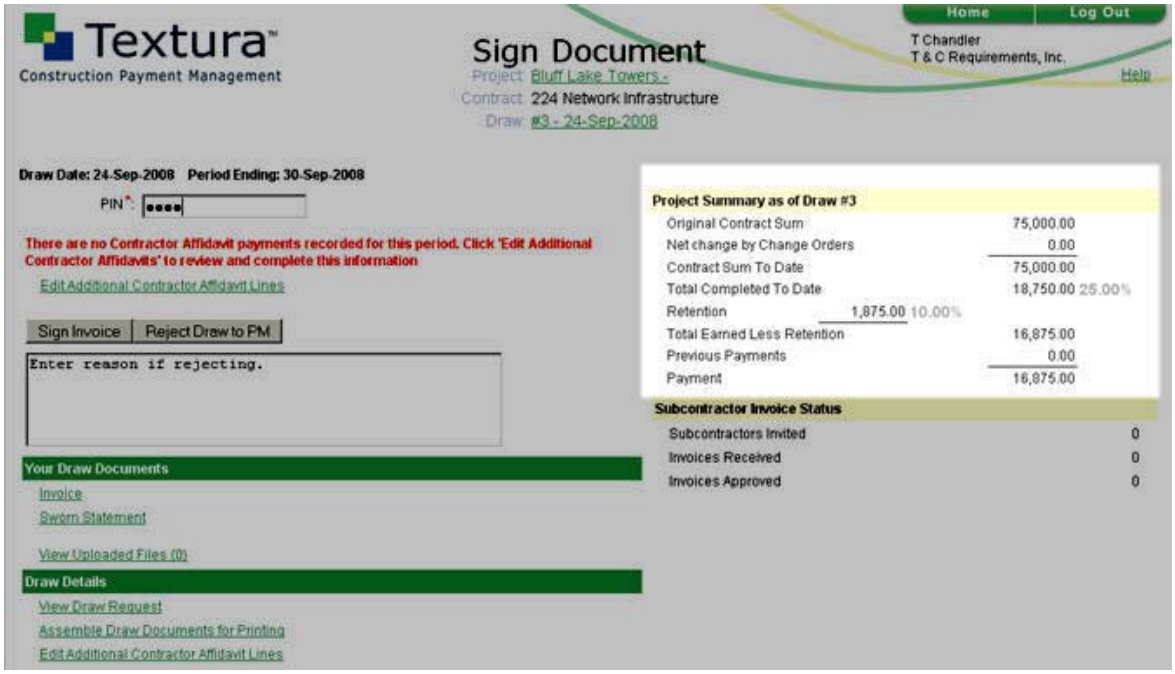
- Invoice
- Sworn Statement
- Conditional Lien Waiver
- Unconditional Lien Waiver

> Documents signed in Textura™ are displayed using Adobe® Reader®. Before you begin signing your documents, please verify that you have the most up-to-date version of this application. You can download Adobe® Reader® at no cost at http://www.adobe.com/. Follow the instructions for downloading or updating your copy.

Invoice

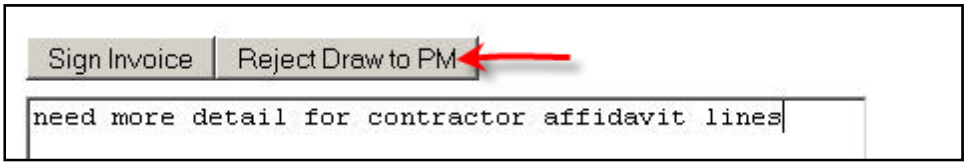
Use the link provided to open the **Sign Document** page.

- View the **Project Summary** in the right hand column to verify that the numbers are correct.



> **The user confirms that the invoice is accurate and complete prior to signing. Signed documents are transmitted to the Contracting Organization in real time.**

- If the Summary is not correct, **Reject Draw to PM**. Please note that **Reject Draw to PM** is available only during the Sign Invoice/Sworn Statement portion of the document signing process.



When the Signer clicks **Reject Draw to PM** prior to signing a document, the Project Manager for their organization receives an email message notifying them that their organization's invoice has been rejected. They can access the link to Re-Enter Invoice from their Project Home Page and the Draw Home Page.

- In the example, there is a project requirement for a Contractor Affidavit (message in red).

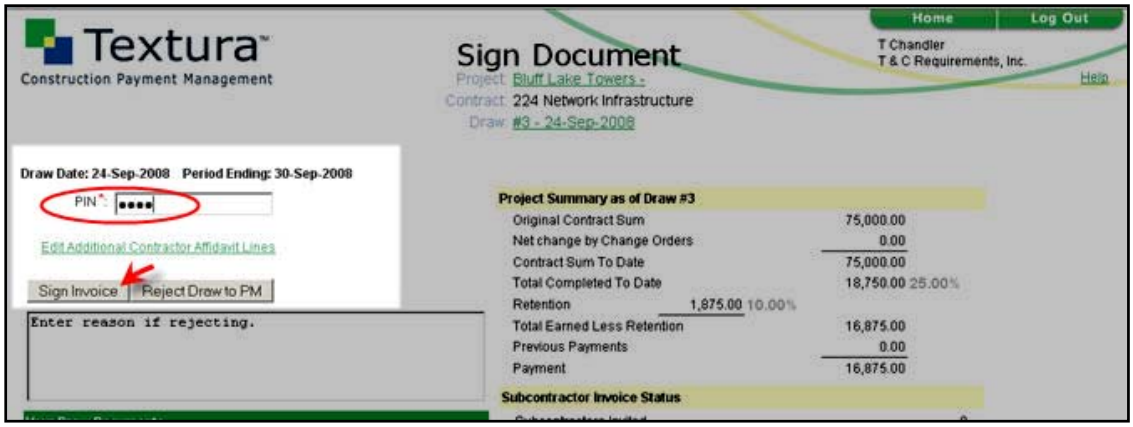
Contractor Affidavit Lines are covered in greater detail under Special Topics.

If there are additional supporting documents that you would like to submit with your Pay Application, they may be uploaded via **View Uploaded Files**. View this topic.

To view the unsigned invoice, click the **Invoice** link under **Your Draw Documents**.

- The system displays the Invoice document(s) using Adobe® Reader®.
- When satisfied that the document is correct, proceed with signing.

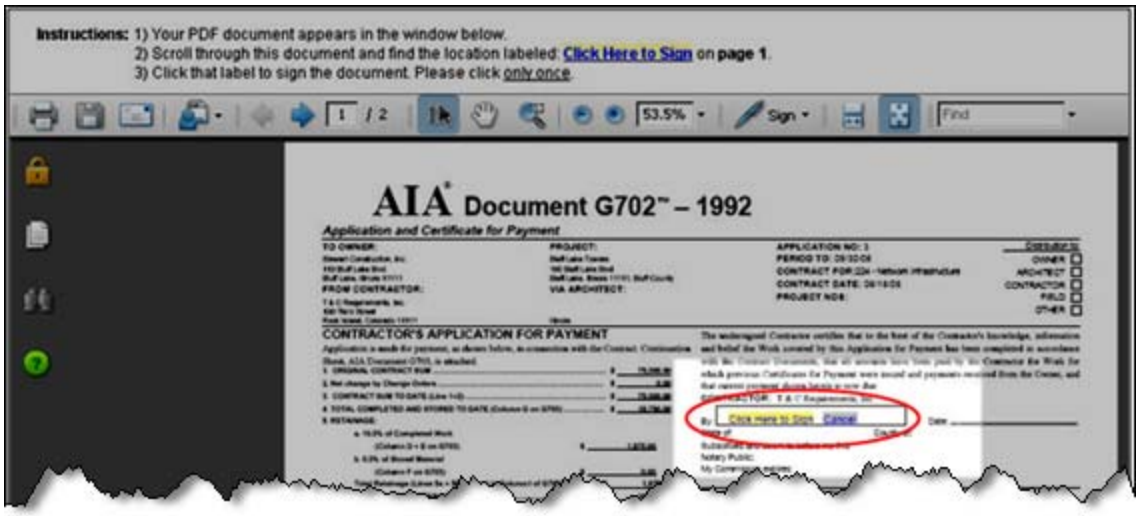
1. Enter your **PIN**.
2. Click **Sign Invoice**.



The system displays the Invoice document(s) using Adobe® Reader®.

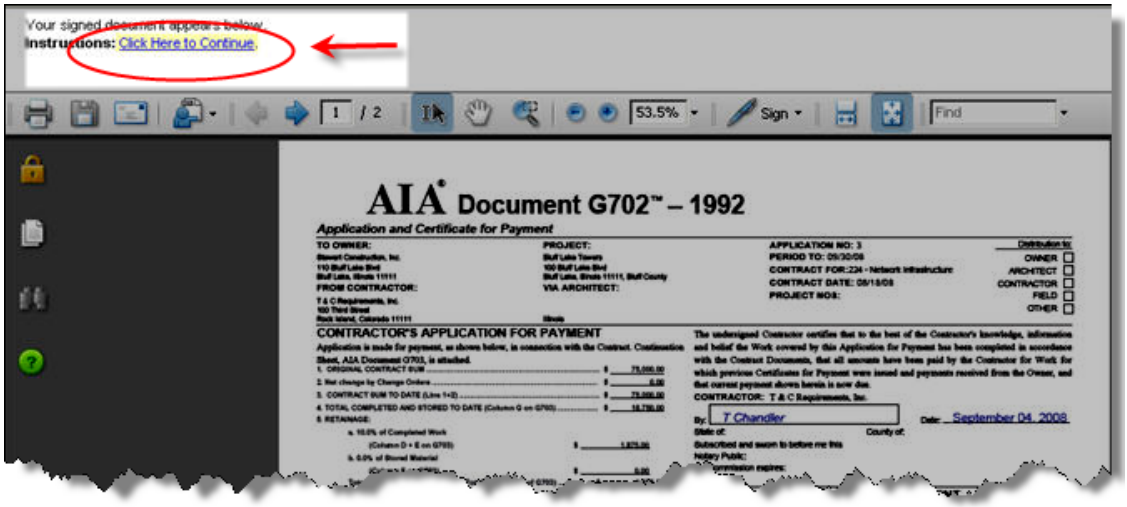
Prior to signing, you may wish to scroll through all pages of your document to verify that the information is correct.

3. Click once on the highlighted **Click Here to Sign** in the Invoice document. The cursor changes to a hand symbol as you roll your mouse over the box; **click only once to sign**.



Please wait while the document reloads. The Signer's name appears in the signature box.

4. Click once on the highlighted **Click Here to Continue** in the Instructions at the top of the page. **This is a mandatory step to complete submission of your invoice.**



Where the project requires a Notary signature on a document, the user is returned to the **Sign Document** page to provide the Notary signature. View this topic.

Sworn Statement

Where the project requires a Sworn Statement, the system again displays the **Sign Document** Page.

1. Enter your **PIN**.
2. Click **Sign Sworn Statement**.

The system displays the Sworn Statement using Adobe® Reader®.

Prior to signing, you may wish to scroll through all pages of your document to verify that the information is correct.

3. Click once on the highlighted **Click Here to Sign** in the Sworn Statement.
4. Click once on the highlighted **Click Here to Continue** in the Instructions at the top of the page. **This is a mandatory step to complete submission of your invoice.**

5. The system displays a **Status** page confirming that the document is signed.

Where the project requires a Lien Waiver signed with invoice, there is a link to **Sign Lien Waiver for Draw #** on the Status page. This link also appears in the Signer's Actions.

Lien Waiver

Textura™ sends an email notification to the Signer requesting their signature on the Lien Waiver and providing a link to access the system.

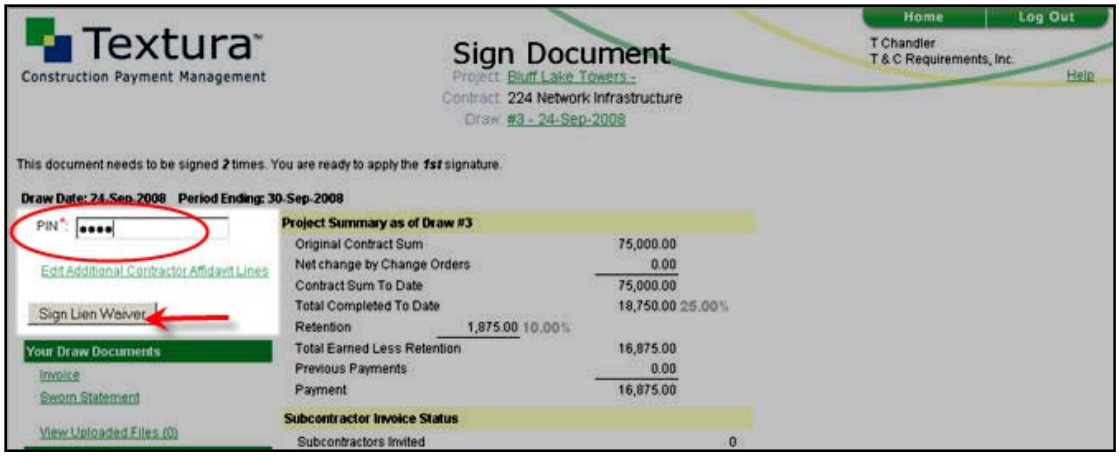
1. Click the email link.

> To the Signer(s) of T & C Requirements, Inc.:
>
> Your are requested to sign your lien waiver for Draw #3, scheduled for 24-Sep-2008, on the project Bluff Lake Towers so you may receive payments for this draw. To sign your lien waiver, please click the link given below.
>
> http://env1.texturallc.net/documentation_rc/SignDocument.psp?jobTokenID=2786

The Signer can also log in and access the action to sign via their Project Actions on the Project Home Page or Draw Home Page.

The system displays the **Sign Document** page.

2. Enter your **PIN**.
3. Click **Sign Lien Waiver**.

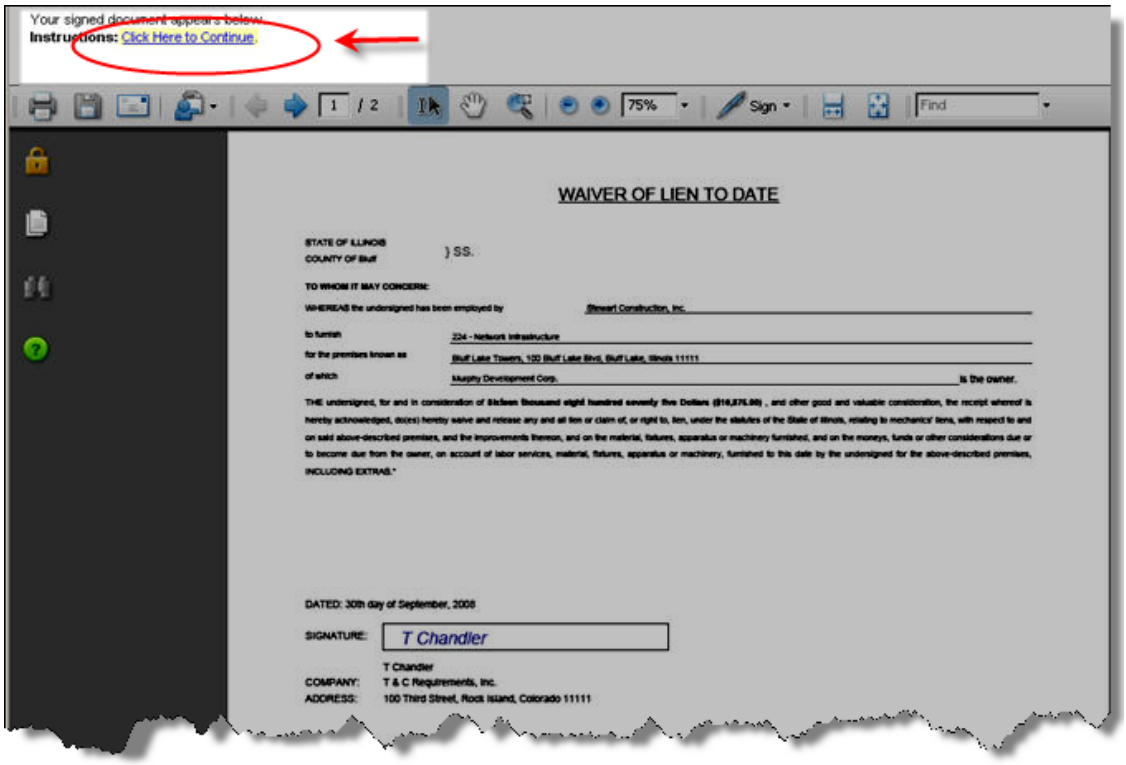


The system displays the Lien Waiver using Adobe® Reader®.

Prior to signing, scroll through all pages of your document to verify that the information is correct.

> If available, the Subcontractor can enter Optional Text on the Lien Waiver at this time. The Contracting Organization determines the availability of this feature. Comments inserted into a Lien Waiver by the Subcontractor do not alter the document language.

4. Click once on the highlighted **Click Here to Sign** in the Lien Waiver document.
5. Click once on the highlighted **Click Here to Continue** in the Instructions at the top of the page. **This is a mandatory step to complete submission of your invoice.**



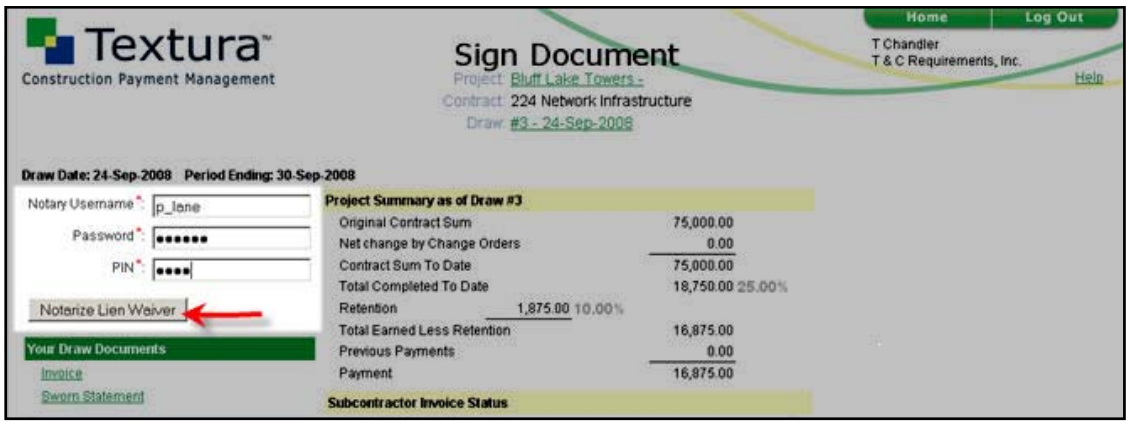
When signing is complete, the user sees a Status page confirming that the document(s) have been signed. Documents requiring two signatures will be displayed a second time for signing. If the document (Adobe® Reader®) window is closed before the second signature is confirmed, the first signature will be discarded. Please continue signing until the system displays confirmation that signing is complete.

Notarize documents in Textura™

Where the project requires a Notary signature on a document, the user is returned to the Sign Document page to provide the Notary signature.

- Electronic document signatures are required to be notarized on the same computer on which they are signed.
- Notary signature must be applied within a short timeframe of the original signature.
- Notary signatures can be applied by **any notary on the Textura™ system** – they need not be a member of your organization or assigned to the project.
- Notary must have a separate user identity than Signer – i.e., must have a separate Username, Password, and PIN.

1. Enter **Notary Username**
2. Enter **Notary Password**
3. Enter **Notary PIN**
4. Click the **Notarize Invoice**, or **Sworn Statement**, or **Lien Waiver** button depending on the type of document



The system displays the document to be notarized using Adobe® Reader®.

5. Click once on the highlighted **Click Here to Sign** in the document's Notary signature box.
6. Click once on the highlighted **Click Here to Continue** in the Instructions at the top of the page. **This is a mandatory step to complete submission of your invoice.**

When signing is complete, the system displays a **Status** page confirming that the document(s) have been signed.

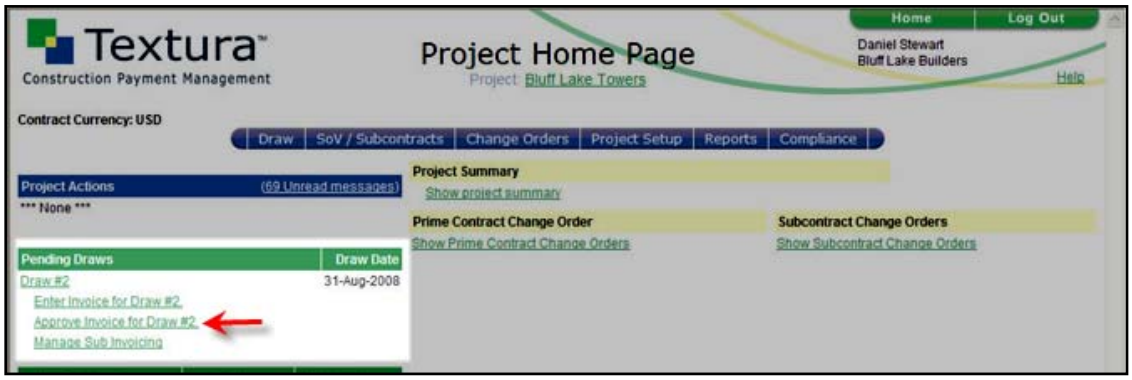
Supporting documents may be uploaded in Textura™. View this topic.

Review/Approve Subcontractor Invoices – Contracting Organization

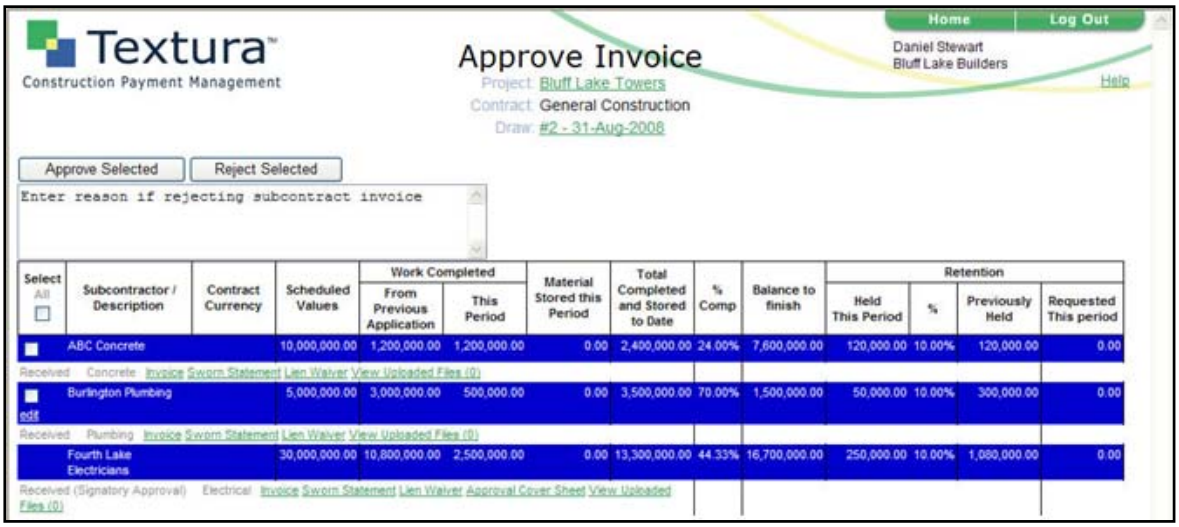
Approve Subcontractor Invoices

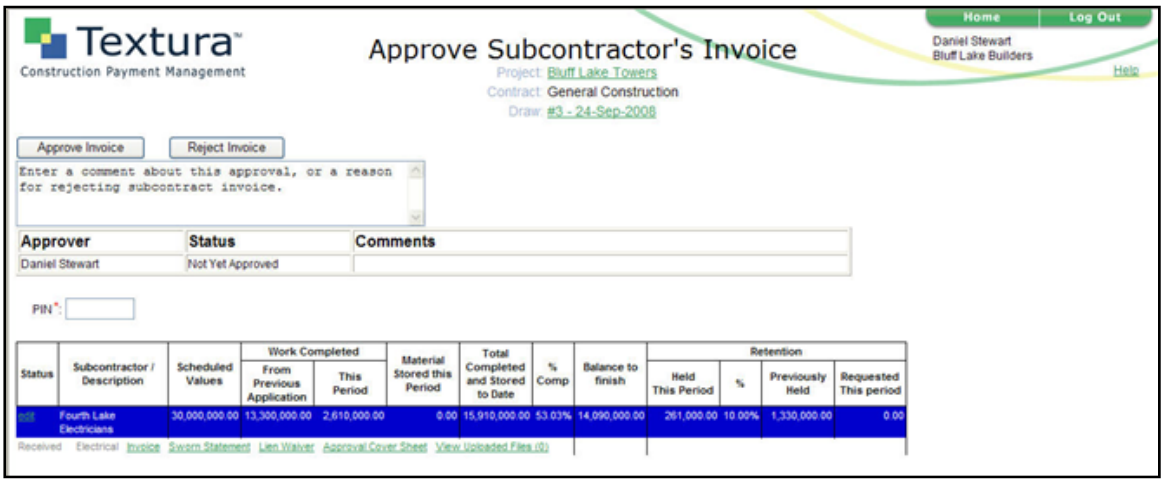
When a Subcontractor invoice is submitted, the Project Manager for the Contracting Organization is prompted to approve invoices for the draw via action items on their **Project** or **Draw Home Page**.

1. Click **Approve Invoices for Draw #**



The system displays the **Approve Invoice** or **Approve Subcontractor's Invoice** (signatory approvals) page.

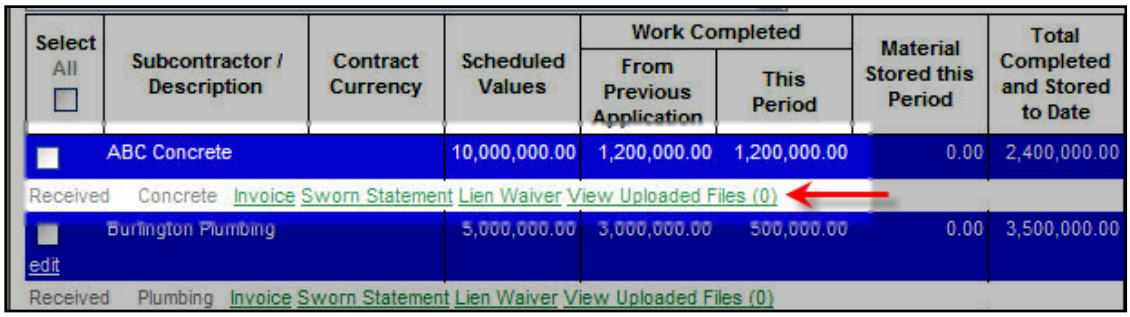




Textura uses highlighting to indicate the status of each invoice:

- Red highlighting indicates that the invoice has not been received (awaiting).
- Blue highlighting indicates the invoice is received and requires approval or rejection.
- Green highlighting indicates the invoice has been approved.

2. Click the link (**Invoice**, **Sworn Statement**, **Lien Waiver**, etc.) below the highlighted line to view the submitted document.



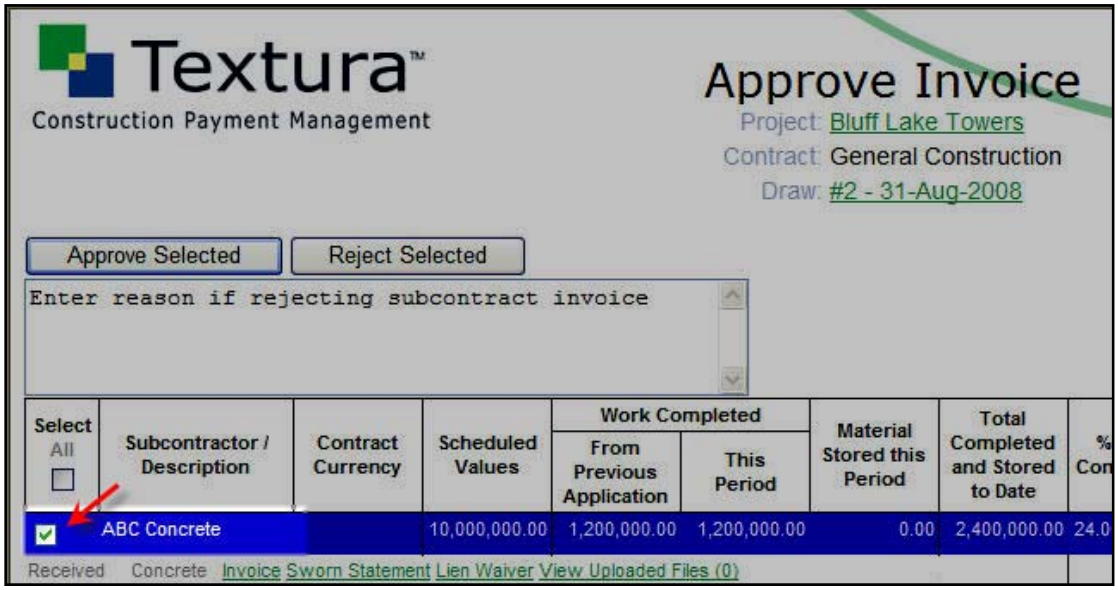
The system displays the document using Adobe® Reader®. To exit, click the [X] at the top, right-hand corner of the Adobe® Reader® window..

After reviewing the documents for a given Subcontractor, you may:

- Approve Invoice without comment
- Reject with or without comment
- Modify with or without comment

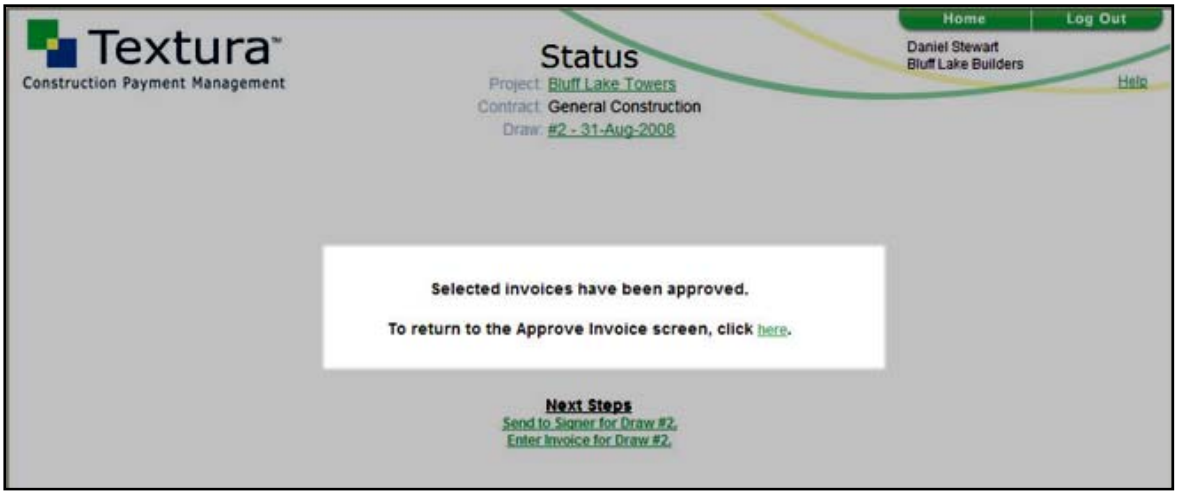
Approve Selected Invoice

1. Click the “Select” box for the line to be approved.

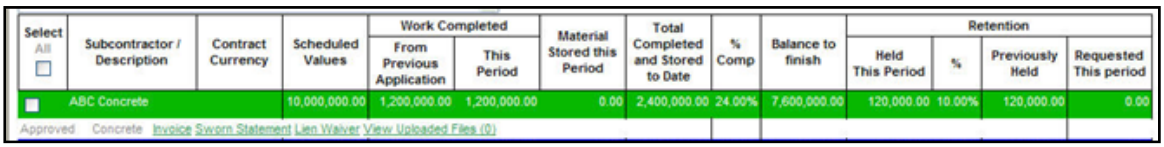


2. Click **Approve Selected**.

The system displays a **Status** page confirming the approval.



The “approved” line appears highlighted in green upon re-entering the screen.



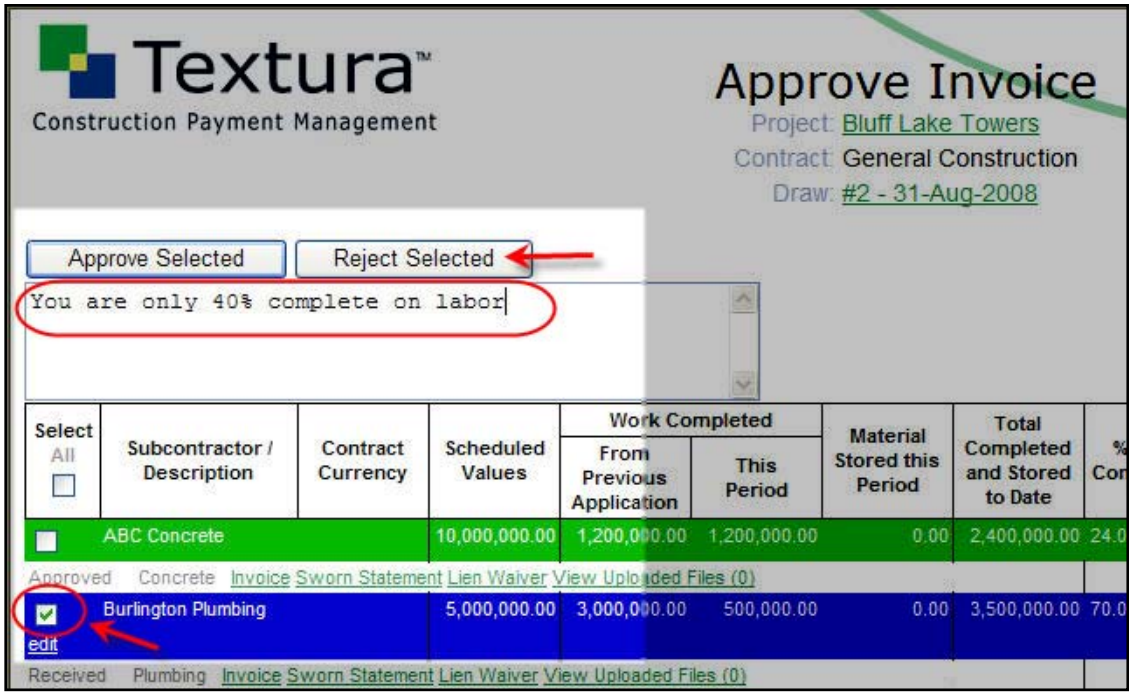
Select All	Subcontractor / Description	Contract Currency	Scheduled Values	Work Completed		Material Stored this Period	Total Completed and Stored to Date	% Comp	Balance to finish	Retention			
				From Previous Application	This Period					Held This Period	%	Previously Held	Requested This period
☐	ABC Concrete		10,000,000.00	1,200,000.00	1,200,000.00	0.00	2,400,000.00	24.00%	7,600,000.00	120,000.00	10.00%	120,000.00	0.00
Approved	Concrete	Invoice Sworn Statement Lien Waiver View Uploaded Files (0)											

Reject Selected Invoice without Modification

1. Click the Select box for the Subcontractor Invoice to be rejected.
2. Enter the reason for rejecting in the text box provided at the top of the screen.

This message applies to all Subcontractors who are selected. Invoices are typically rejected one at a time.

3. Click **Reject Selected**.



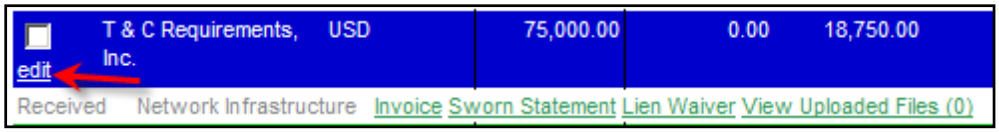
The system displays a **Status** page confirming the rejection.

The Subcontractor receives an email alerting them to the rejected invoice and providing a link for them to re-enter, sign and submit their invoice.

Modify and Reject Subcontractor Invoice

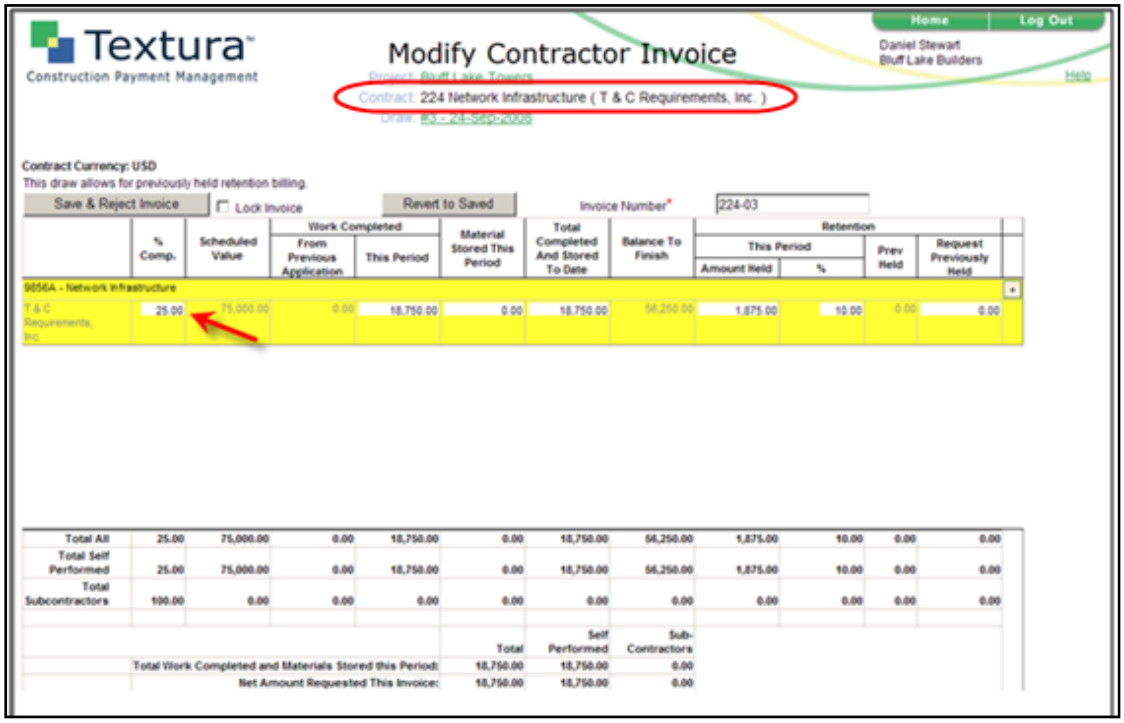
The **Edit** option appears below the selection checkbox for Subcontractor invoices.

1. Click **Edit**.



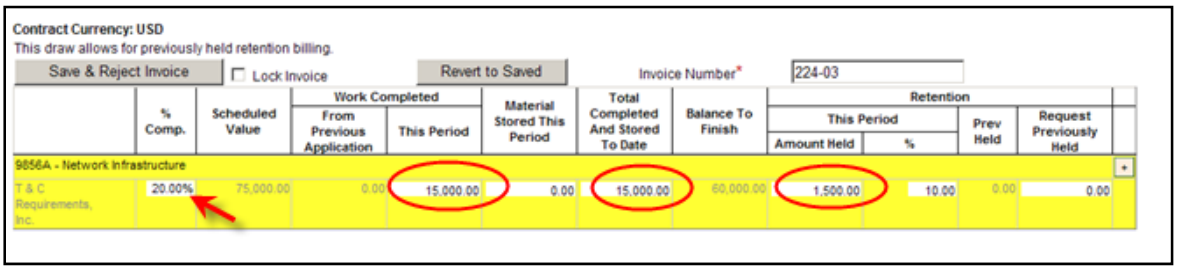
The system displays the **Modify Contractor Invoice** page. The contractor is identified by contract number, description, and (name) at the top of the screen.

2. Click and enter the change into the cell that requires editing.

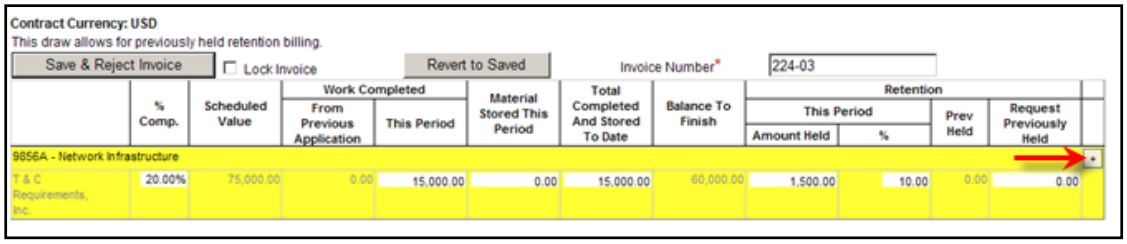


The spreadsheet automatically recalculates to reflect the changes.

In the example, the percentage (%) complete has been changed from 25% to 20%.



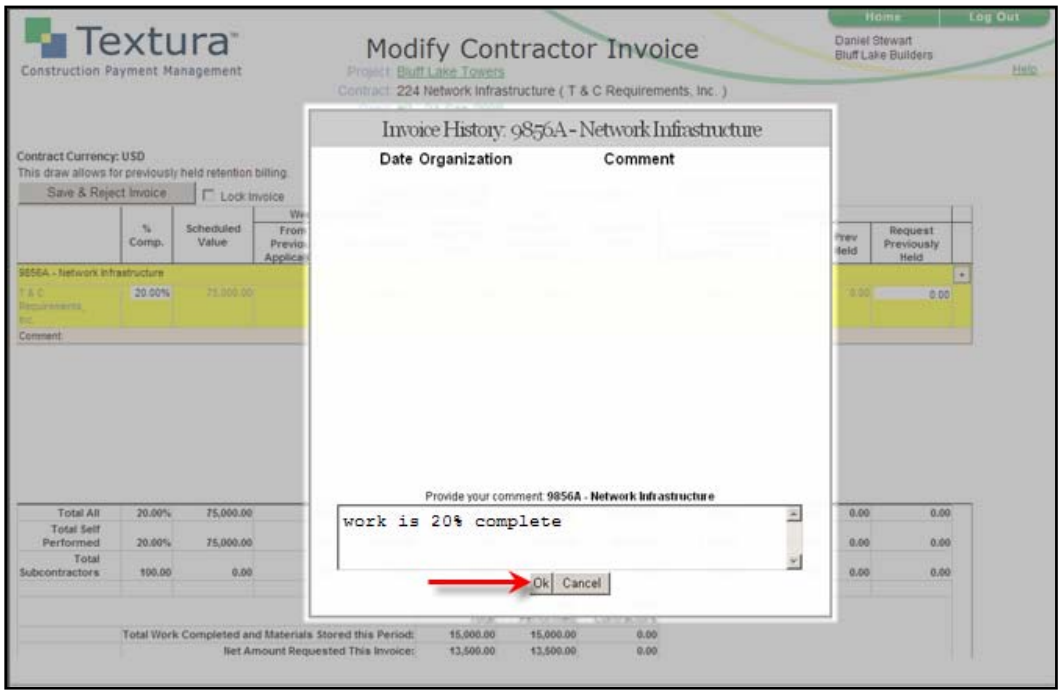
3. Click the plus sign at the end of the line you are editing to attach your comment, if desired.



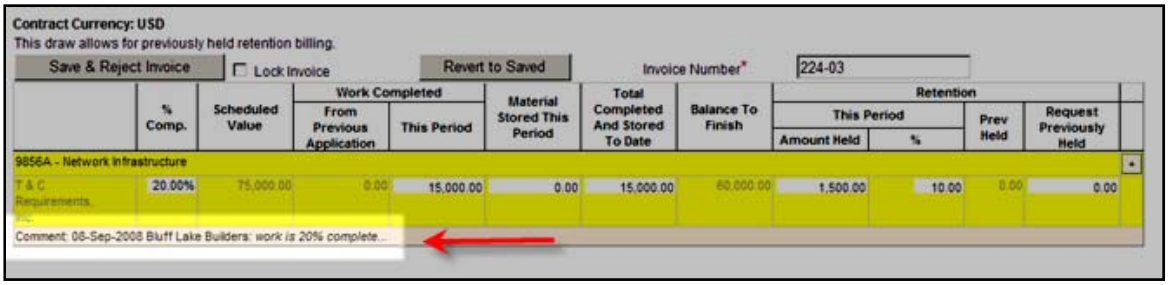
The **Invoice History and Comment dialog** appears.

4. Type comments in the text box provided.

5. Click **Ok**.

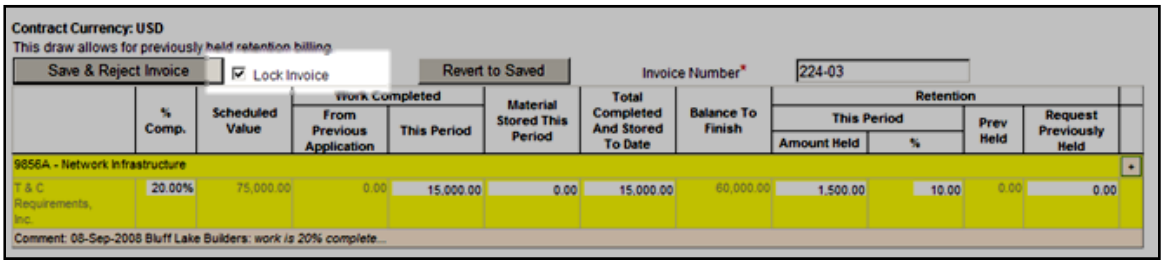


Comments appear at the bottom of the invoice line.



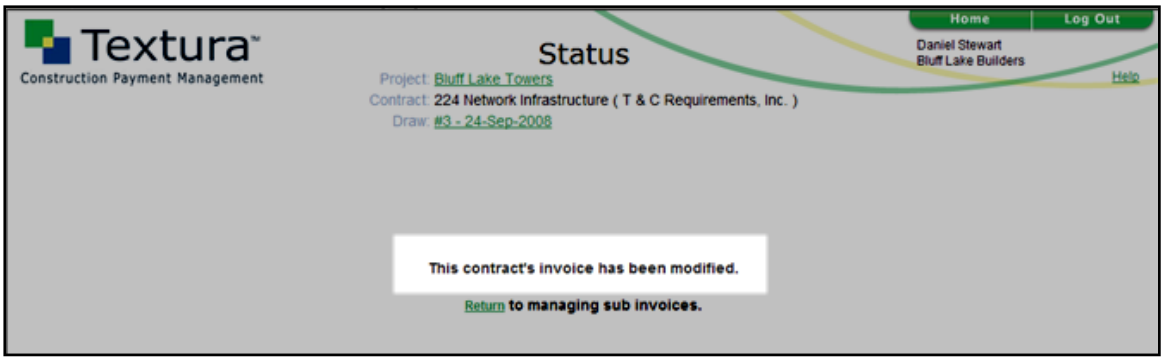
[Optional] Select the **Lock Invoice** checkbox to require the invoice to be accepted "as-is."

Leaving box unchecked allows Subcontractor to make changes before signing.



6. Click **Save & Reject Invoice** to "send" invoice back to Subcontractor.

The **Status** screen confirms your actions.

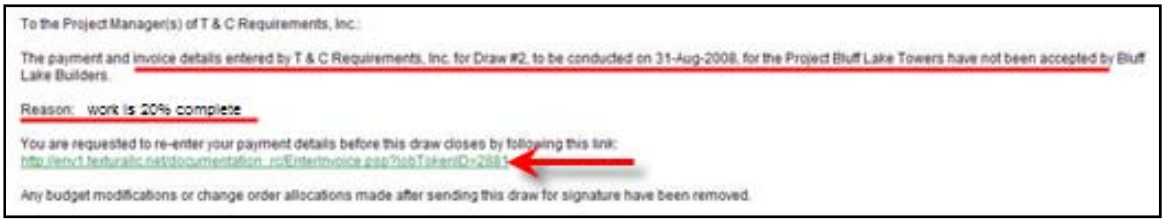


Invoice Modification - Subcontractor

The Subcontractor receives email notification that their invoice is not accepted and/or is awaiting review and/or signature. The Contracting Organization may only have commented on your invoice. The most recently recorded comment is displayed at the bottom of the associated invoice line.

After viewing, the Subcontractor can:

- send to signer
- modify invoice and resubmit (if invoice is not locked)

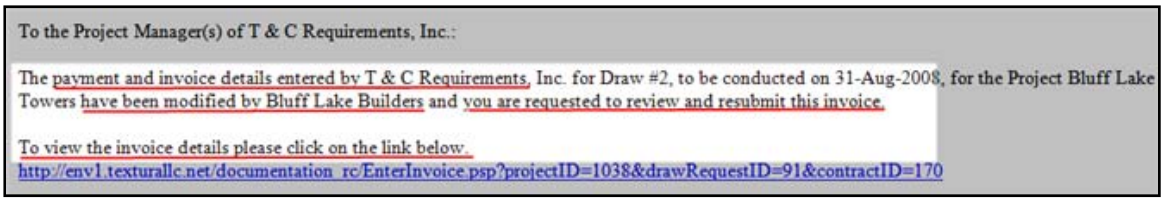

To the Project Manager(s) of T & C Requirements, Inc.:

The payment and invoice details entered by T & C Requirements, Inc. for Draw #2, to be conducted on 31-Aug-2008, for the Project Bluff Lake Towers have not been accepted by Bluff Lake Builders.

Reason: work is 20% complete

You are requested to re-enter your payment details before this draw closes by following this link:

Any budget modifications or change order allocations made after sending this draw for signature have been removed.


To the Project Manager(s) of T & C Requirements, Inc.:

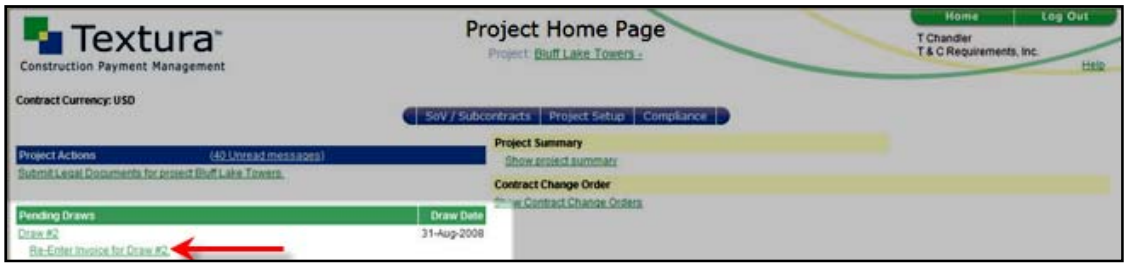
The payment and invoice details entered by T & C Requirements, Inc. for Draw #2, to be conducted on 31-Aug-2008, for the Project Bluff Lake Towers have been modified by Bluff Lake Builders and you are requested to review and resubmit this invoice.

To view the invoice details please click on the link below.
http://env1.texturallc.net/documentation_rc/EnterInvoice.psp?projectID=1038&drawRequestID=91&contractID=170

Clicking on the email link brings the user to the Textura™ Login. Entering your Username and Password takes you directly to the **Enter Invoice** page. **You may skip Step 1 below.**

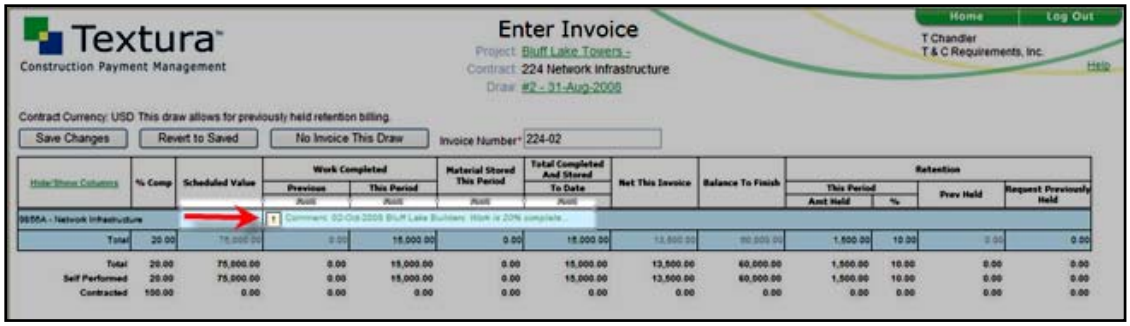
From the Textura™ **Home Page,** navigate to the **Project Home Page**, where an action to Re-Enter Invoice appears under Pending Draws.

1. Click the action to **Re-Enter Invoice for Draw #** (your selected Draw #).

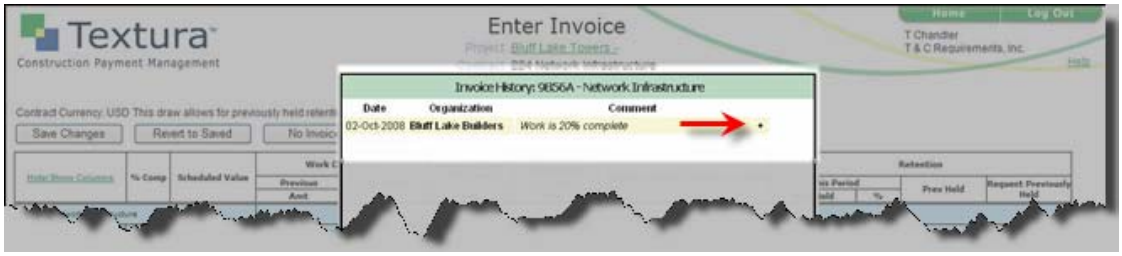


The system displays the **Enter Invoice** page.

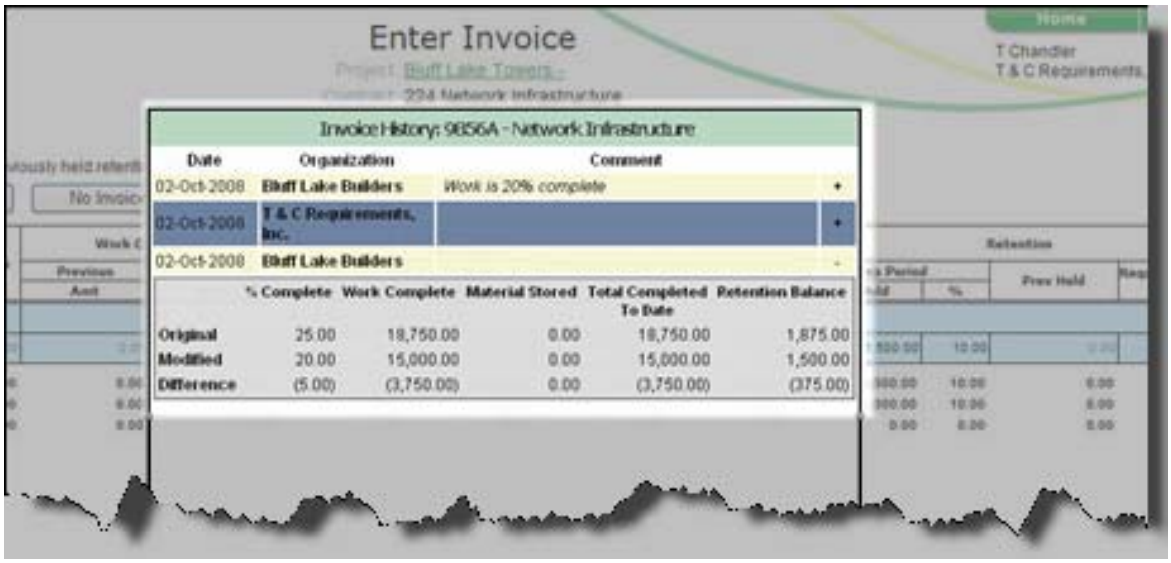
2. Click the exclamation point beside the comment that appears above a modified line to view the **Invoice History and comment dialog** attached to that line.



3. View comments as displayed or click the **plus sign** to view a more detailed accounting.



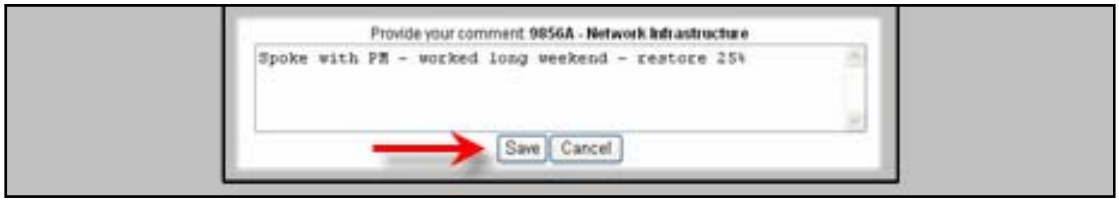
The detailed display contains comment history and breakdowns for **Original** invoice amount, **Modified** amount, and the **Difference** between the two.



4. [Opt.] Type a comment in the text box.

Please note that your ability to comment on or modify the invoice is contingent upon the GC's unlocked rejection.

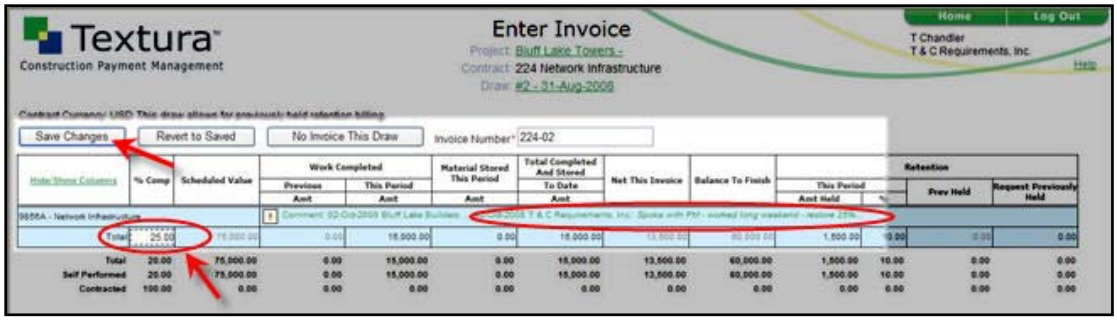
5. Click **Save** to accept your comment, if applicable or **Cancel** to close without commenting.



Newly added comments appear on the Enter Invoice screen.

6. [opt.] Modify invoice, if necessary, to return to the Contracting Organization with changes.

7. Click **Save Changes**.



The system displays a **Status** page confirming your actions.

8. To complete the signing and resubmission process, Send to Signer.

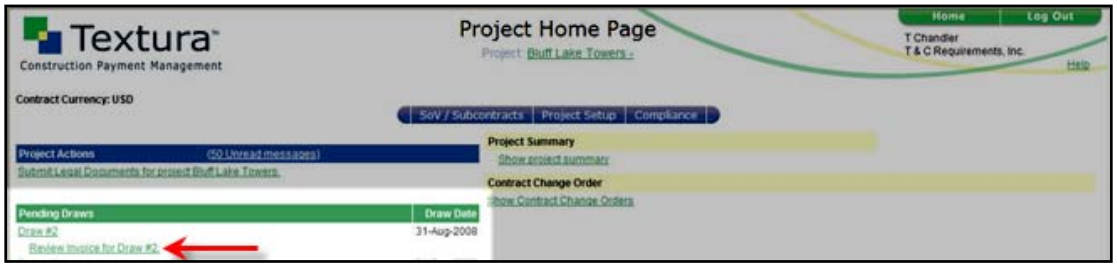
Locked Invoice

The Subcontractor might also receive email notification that their invoice has been modified and **locked** from further changes. In this case, the Subcontractor need only view and sign the invoice.

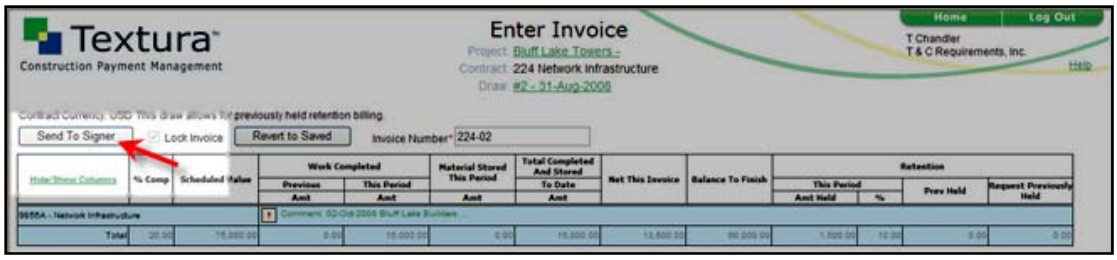
> The payment and invoice details entered by T & C Requirements, Inc. for Draw #2, to be conducted on 31-Aug-2008, for the Project Bluff Lake Towers have been modified by Bluff Lake Builders and require your attention. It is now available for you to view and sign.
>
> Note: the invoice has been locked from further changes by Bluff Lake Builders.
>
> To view the invoice details please click on the link below.
> http://env1.texturallc.net/documentation_rc/EnterInvoice.psp?projectID=1038&drawRequestID=95&contractID=170

- When the invoice has been locked, the action is to **Review Invoice**.
- A locked invoice does not have editable cells. Comments can be viewed and new comments entered, but **Send to Signer** is the only other action available.

1. Click **Review Invoice for Draw #** (selected Draw #).



2. Click **Send To Signer,** after reviewing the invoice.



Contracting Organization may:

- accept your adjustments and approve the invoice without further comment.
- make further modifications and return the invoice for review and signature
- restore or make further modifications and return the invoice locked, When you have signed your documents, the invoice returns to the Contracting Organization for approval. The GC's acceptance of your signed invoice ends the negotiation process.

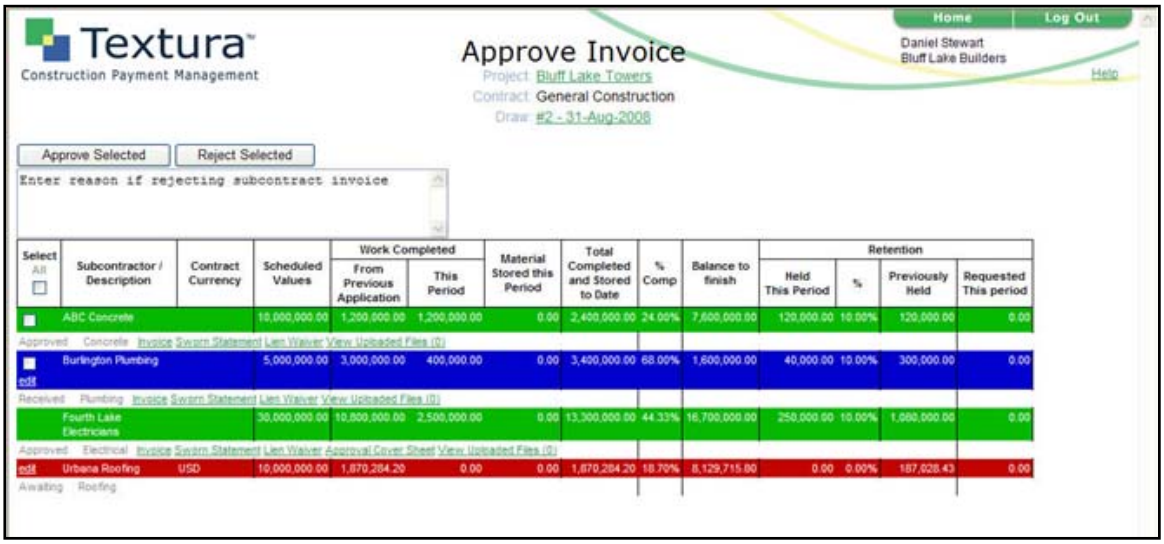
Points to remember:

- Each time the invoice comes back to you from the Contracting Organization, the documents must be signed and returned to be included in the draw.
- When using Specified Billing, Subcontractor invoices cannot be modified as discussed in this topic. Comments attached to line items of the invoice are not visible to the Subcontractor.

Invoice Approval Status – Contracting Organization

Textura uses highlighting to indicate the status of each invoice:

- Red highlighting indicates that the invoice has not been received (awaiting).
- Blue highlighting indicates the invoice is received and requires approval or rejection.
- Green highlighting indicates the invoice has been approved.



Notification of a Subcontractor not invoicing - Contracting Organization

The **No Invoice this draw** button on the Subcontractor **Enter Invoice** page enables the Subcontractor to notify the Contracting Organization that they will not be submitting an invoice for a given draw.

- If selected, the Subcontractor is removed from the Approve Invoice screen.

Note: This is an automatically generated message from the Textura System.

To the Project Manager(s) of **Bluff Lake Builders**

Final Touch Finishings has decided not to invoice for Draw #2 on the Bluff Lake Towers project. Therefore Final Touch Finishings will not be included in the draw. Any subcontractor and material suppliers working for Final Touch Finishings will also not be included in the draw.

All documents created in the Textura system by these parties for this draw have been destroyed.

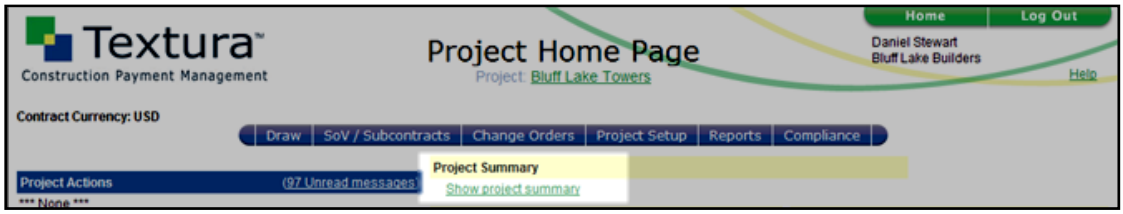
Kind Regards,
Textura System
www.texturallc.com

Notification: N8091

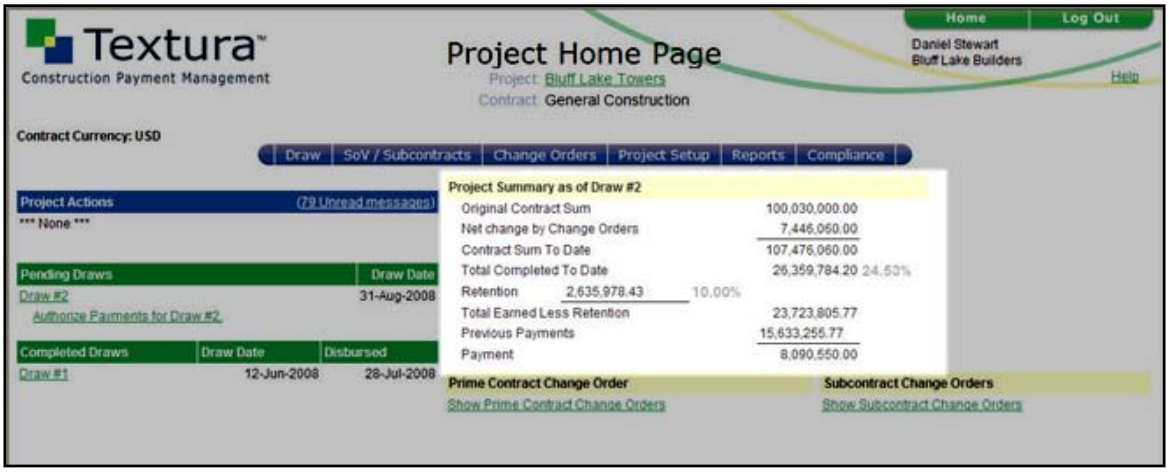
If a subcontractor mistakenly declines to invoice, they can be added back to the draw by the Contracting Organization. View Add or Re-invite Draw Participants.

Project or Draw Summary

1. On the **Project Home Page,** click **Show project summary**.

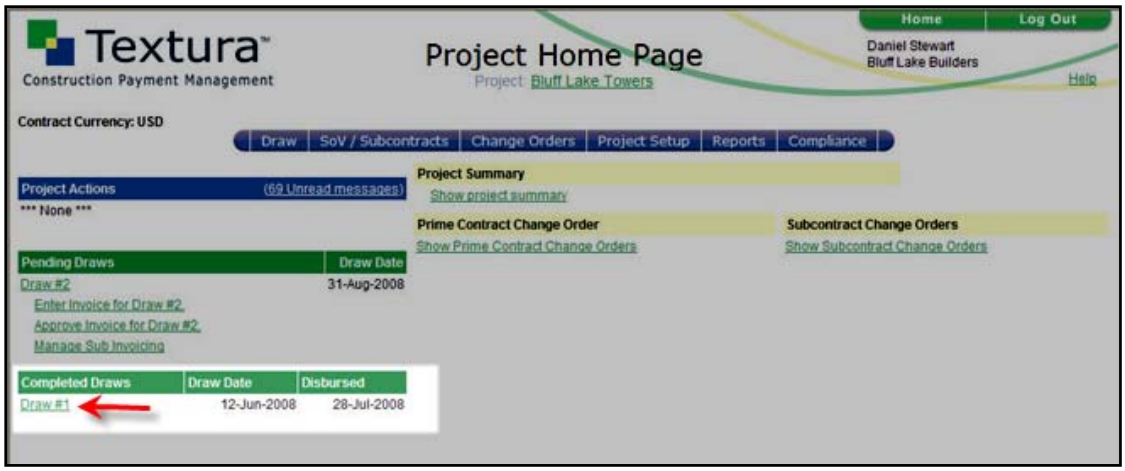


The system displays the Project Summary information as of the most current draw.

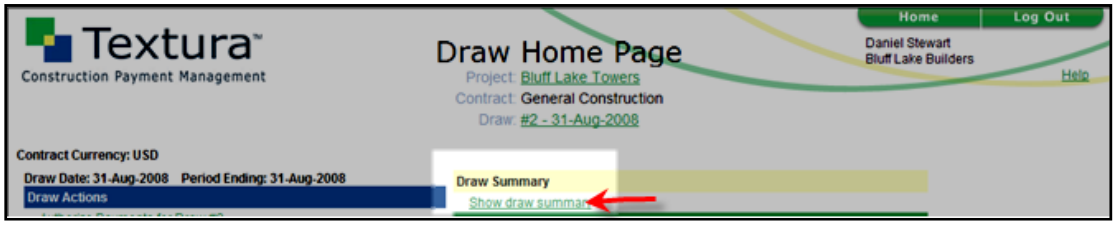


Project Summary information may also be viewed for prior draws.

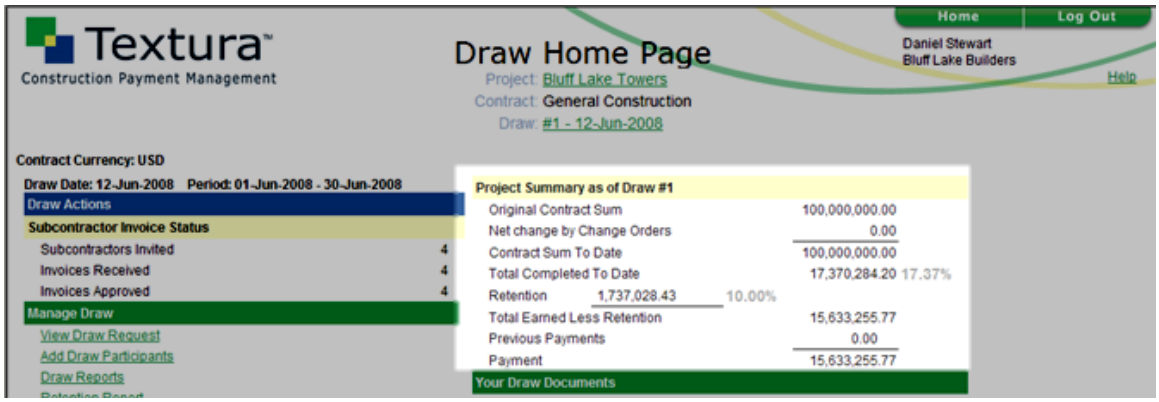
2. Click the prior **Draw #** on the **Project Home Page** under **Pending Draws**.



3. Click **Show draw summary**.



The system displays the Project Summary through the selected draw.



Upload and View Uploaded Documents

Users can upload Pay Application (Invoice Attachment) or Change order related document files through the **View Uploaded Files** page.

- Subcontractors can also have the Contracting Organization upload documents on their behalf.
- **Invoice Attachment** documents may include: time-sheets, certified payroll registers, performance and payment bonds, Proof of Insurance, Bills of Sale for materials and/or equipment, etc.
- **Change Order** related attachments may include: job site or materials photos, adjusted Bills of Quantities, supporting supplier invoices, or signed Change Orders.

- Files can be uploaded at any point in the draw process. The upload process is essentially the same for both the Contracting Organization and Subcontractors.
- Open book rules apply to documents uploaded in Textura. Organizations can view any files they have uploaded, and may delete all except those associated with a signed invoice.
- If necessary, authorized users may **classify** the uploaded document to restrict user access to the file within the uploading organization. Refer to Classified Attachments in this module or click here to view.

> Subcontractor organizations can upload their legal documents by selecting **View My Document Status** from the **Compliance** menu on the **Project Home Page**.
>
> Please refer to Module 7 – Compliance: Document Compliance for information regarding Legal Document Compliance.

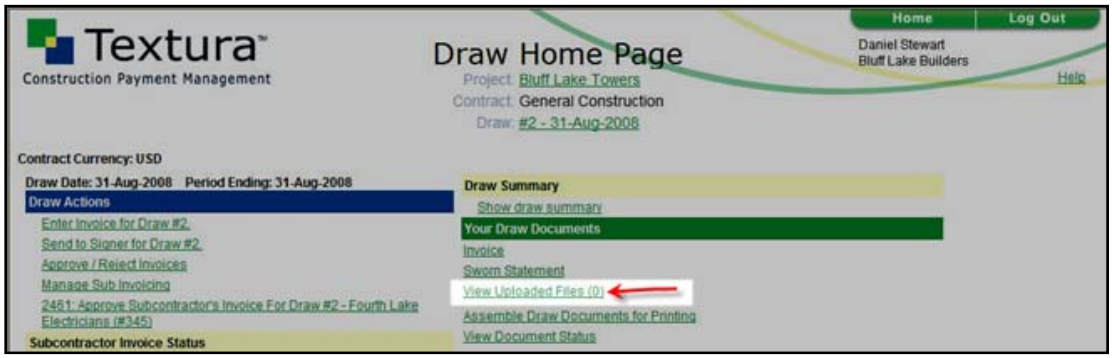
The point of entry to View Uploaded Files varies as the user advances through the draw process. Links appear in numerous locations throughout the system, including:

Contracting Organization	*Subcontractor*
Draw Home Page	Draw Home Page
View Draw Request - SC	View Lien Waiver Status
View Lien Waiver Status	Sign Document
Approve Invoice	Change Order Details
Sign Document	The number in parentheses after **View Uploaded Files** (0), wherever this link is encountered, is the number of files that will be displayed on the **View Uploaded Files** page.
Authorize Payment	
Manage Sub Invoicing - (Specified Billing)	
Change Order Details	

Draw Home Page

1. From the **Project Home Page**, click the desired **Draw #** under **Pending** or **Completed Draws**.

2. Click **View Uploaded Files** under **Your Draw Documents**.



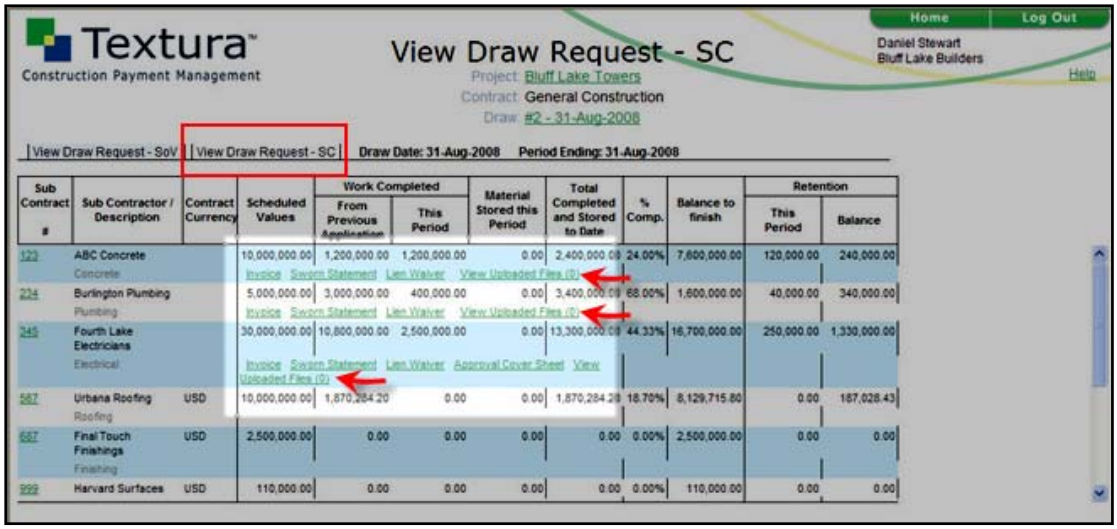
View Uploaded Files

View Draw Request - SC

From the **Draw Home Page**, click **View Draw Request** under **Manage Draw**.

The system displays the **View Draw Request** page.

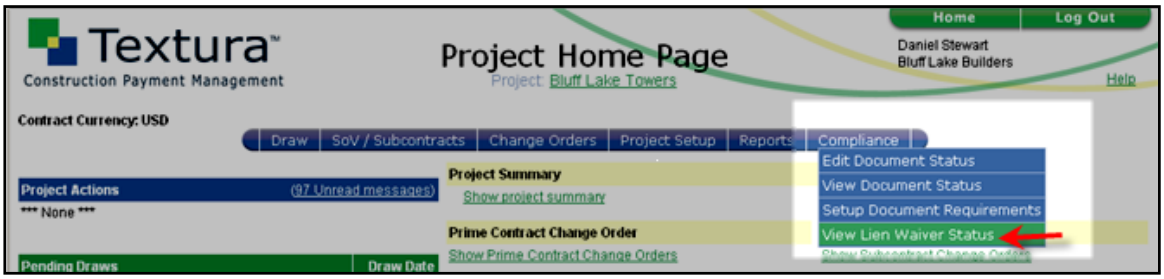
1. Click the **View Draw Request - SC** tab.
2. Click **View Uploaded Files**.



View Uploaded Files

View Lien Waiver Status

From the **Project Home Page**, select **View Lien Waiver Status** from the **Compliance** tab on the menu bar.



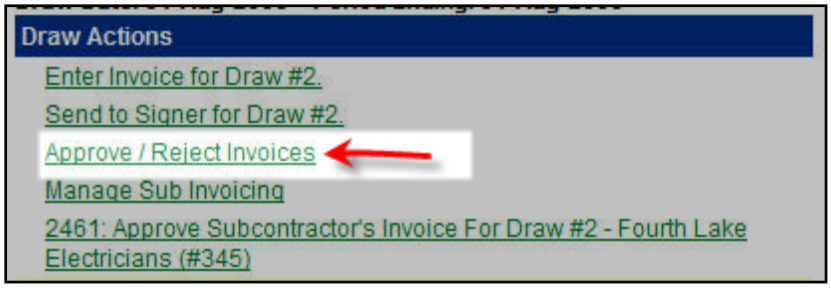
The system displays the **View Lien Waiver Status** page.

1. Click **Uploaded Files**.

[View Uploaded Files]

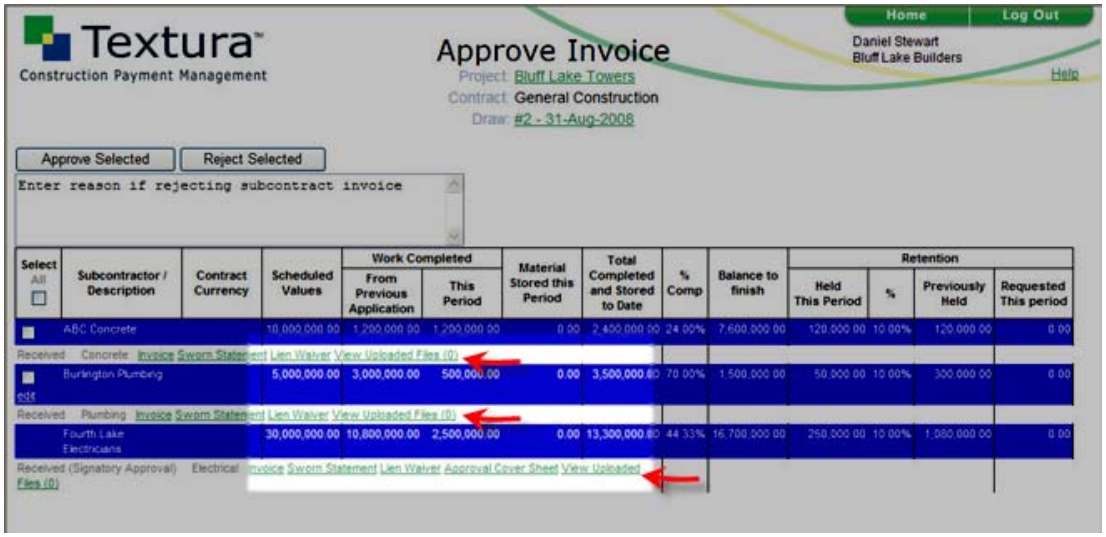
Approve Invoice

1. From the **Draw Home Page**, click the action to **Approve/Reject Invoices**.



The system displays the **Approve Invoice** page

2. Click **View Uploaded Files**.



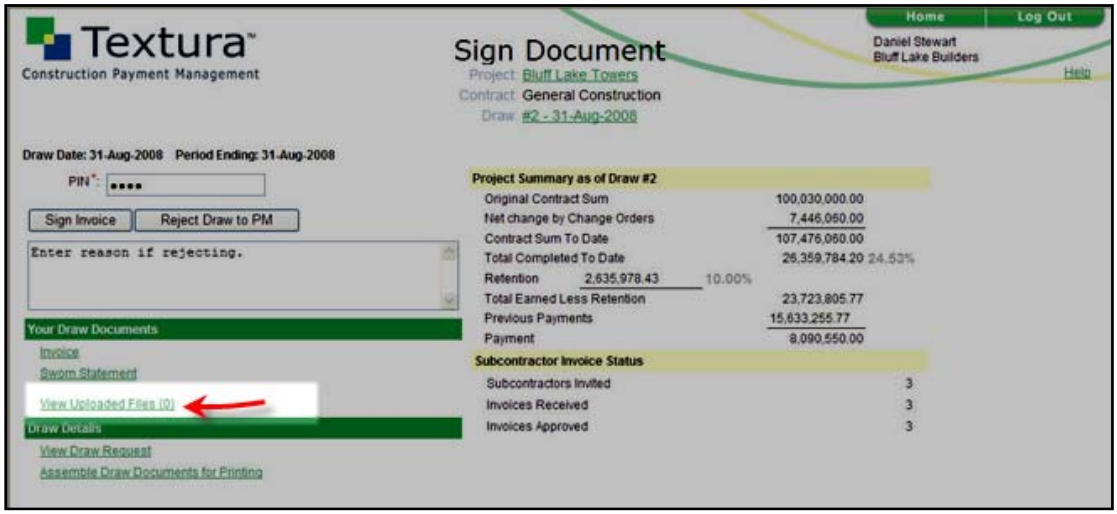
View Uploaded Files

Sign Document

The Signer accesses the **Sign Document** page from a link during the signing process. Documents should be uploaded prior to signing.

Link available only when signing invoice and unconditional lien waiver.

1. Click **View Uploaded Files**.

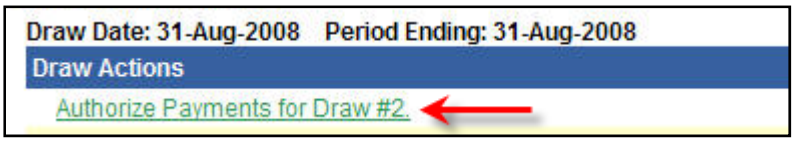


View Uploaded Files

Authorize Payment

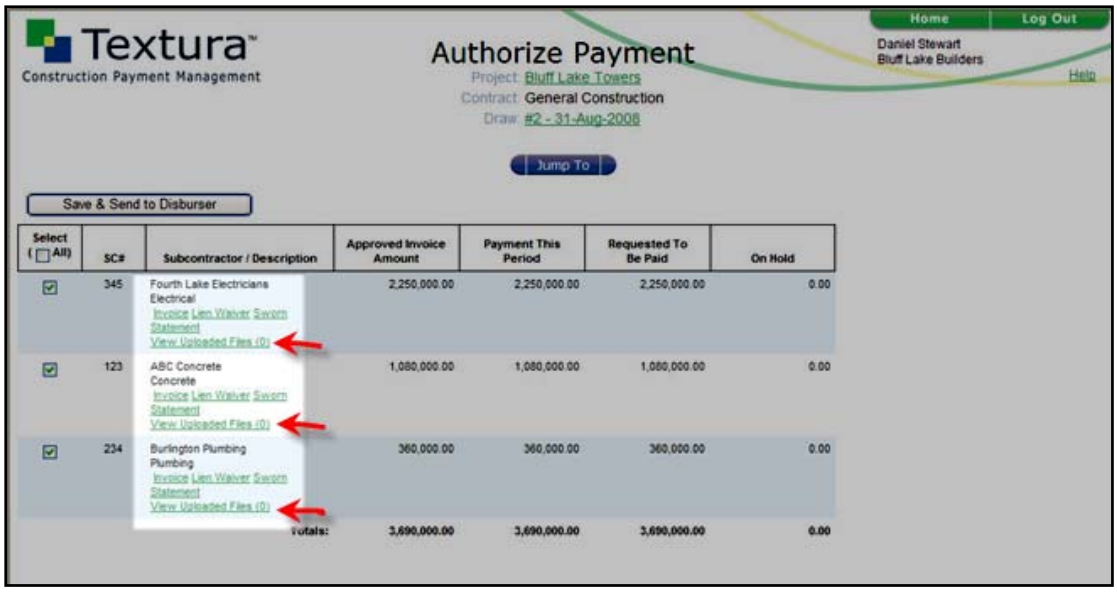
Available only to organizations using the authorize to disburse feature.

From the **Project Home Page**, click **Authorize Payments for Draw #**.



The system displays the **Authorize Payment** page.

1. Click **View Uploaded Files**.

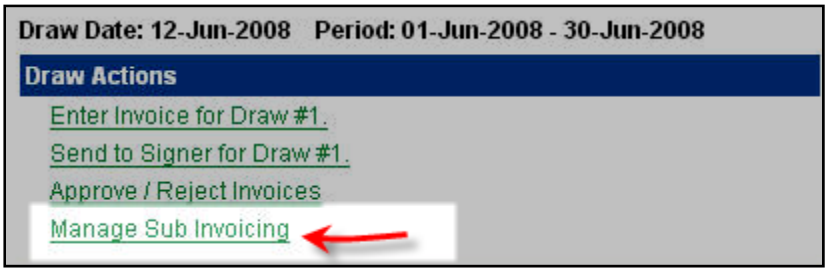


[View Uploaded Files]

Manage Sub Invoicing (Specified Billing)

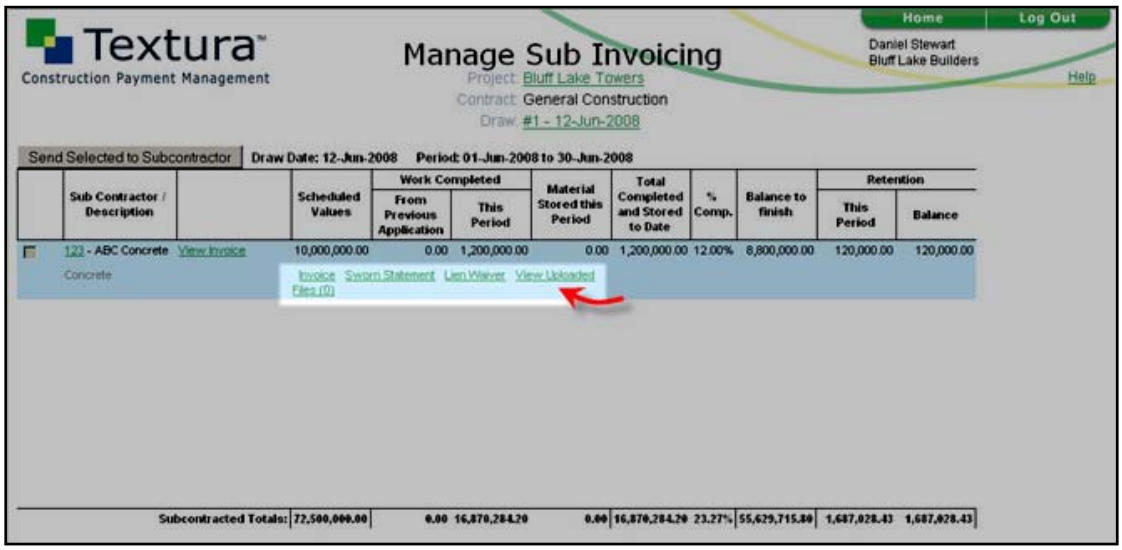
Available only to organizations using Specified Billing. Refer to Special Topics for more information regarding Specified Billing in Textura™.

From the **Project Home Page**, click **Manage Sub Invoicing**.



The system displays the **Manage Sub Invoicing** page.

2. Click **View Uploaded Files**.



[View Uploaded Files]

Change Order Details

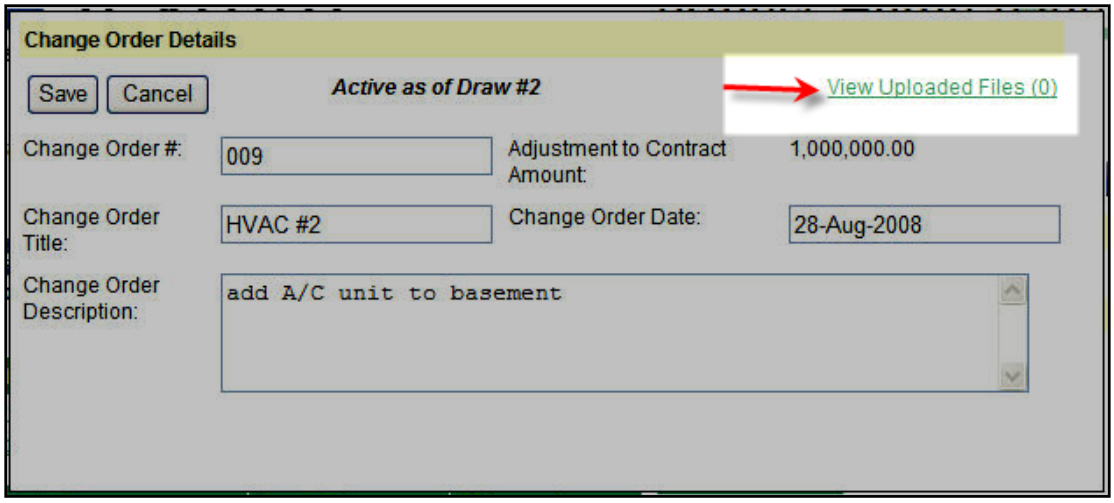
From the Project Home Page, click **Show Prime Contractor Show Subcontract Change Orders** to expand lists.

Contracting Organization View

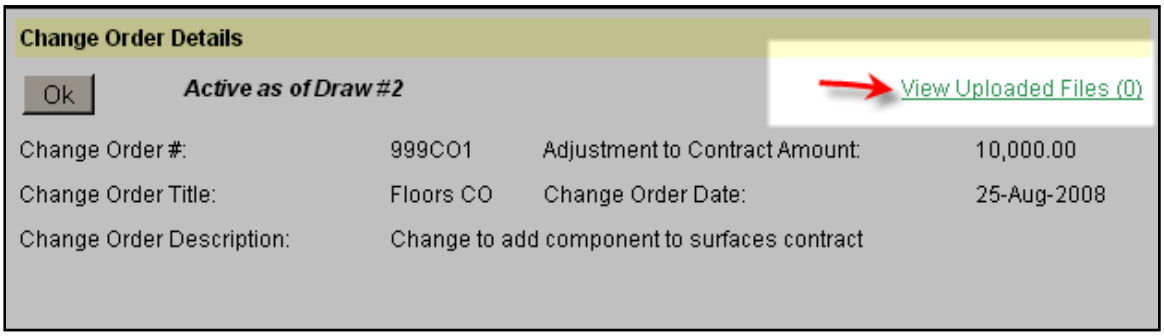
Subcontractor View

1. Click on the change order description for which attachments are to be uploaded, viewed, or deleted.

2. Click **View Uploaded Files**.



Subcontractor View



View Uploaded Files

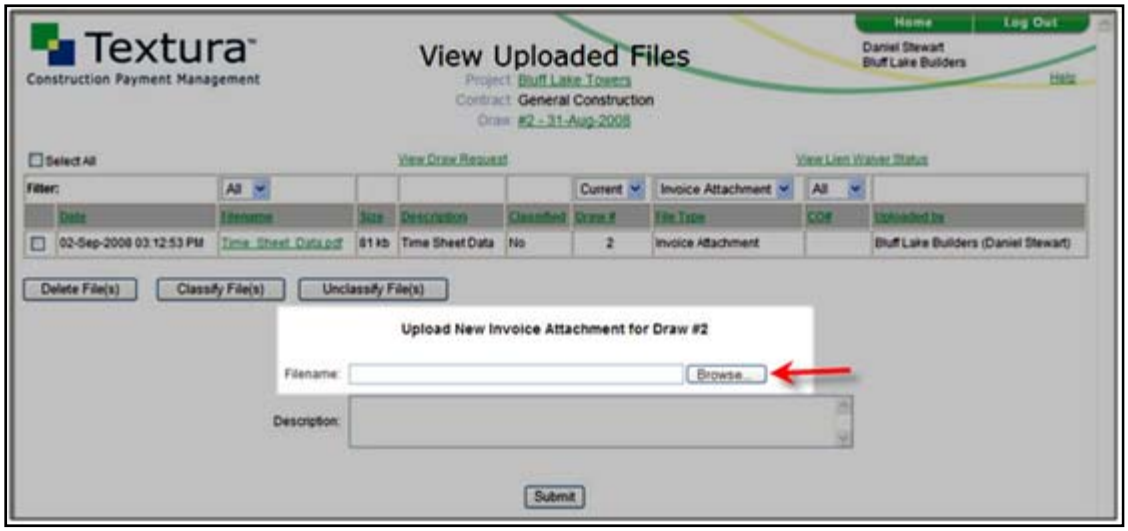
Upload Documents on View Uploaded Files page

- Files can be uploaded on behalf of sub-tier organizations by primary organizations.
- Primary organizations can view documents uploaded by sub-tier organizations.
- Open book rules apply.

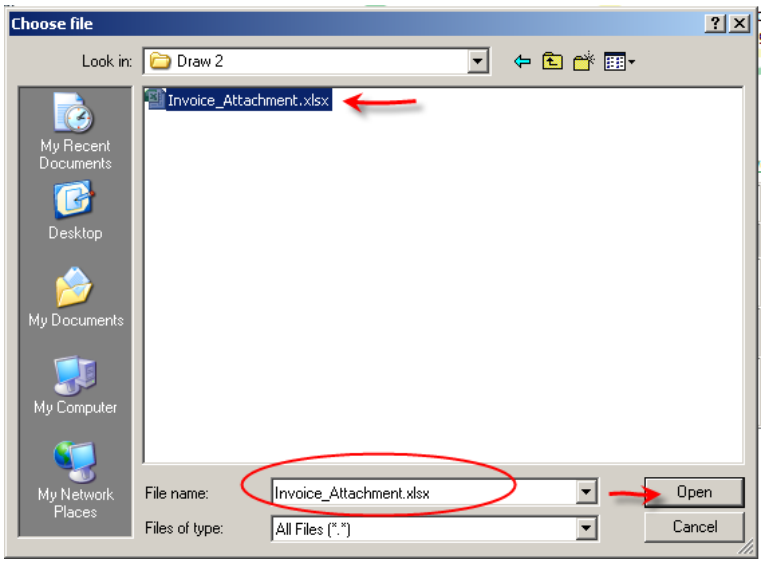
Upload Files

Use the **Upload New Invoice Attachment** dialog to select your file and enter a description.

1. Browse for the file on your computer.

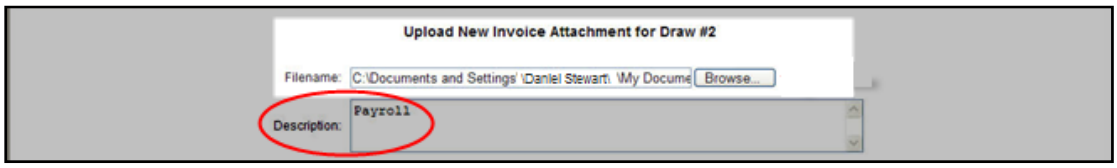


2. Select the file to upload.
3. Click **Open**.



The system displays the file's location on your computer in the Filename field.

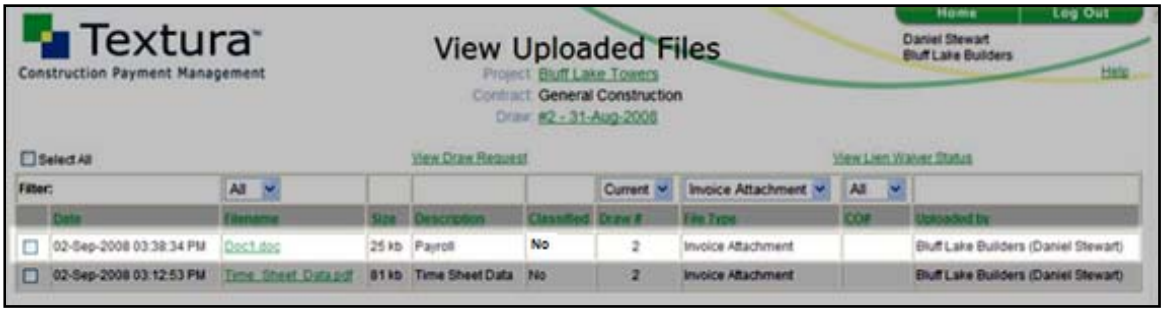
4. Type a description for the document.



- If necessary, authorized users may **classify** the uploaded document to restrict user access to the file within the uploading organization. View this topic.

5. Click **Submit**.

The file appears in the list.



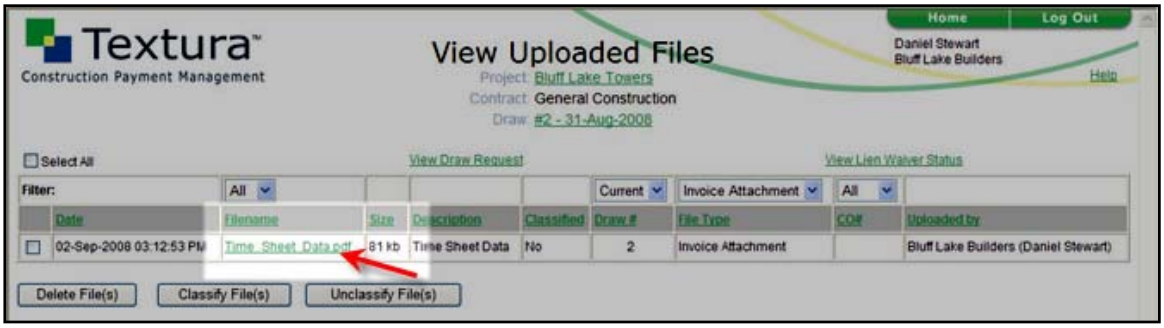
The names of both the submitting organization and user are displayed, as well as the date and time uploaded. All Invoice Attachment files related to the current draw and contract are listed.

A file must be uploaded separately for each draw that the user wishes to associate it

View and Manage Uploaded Document Files

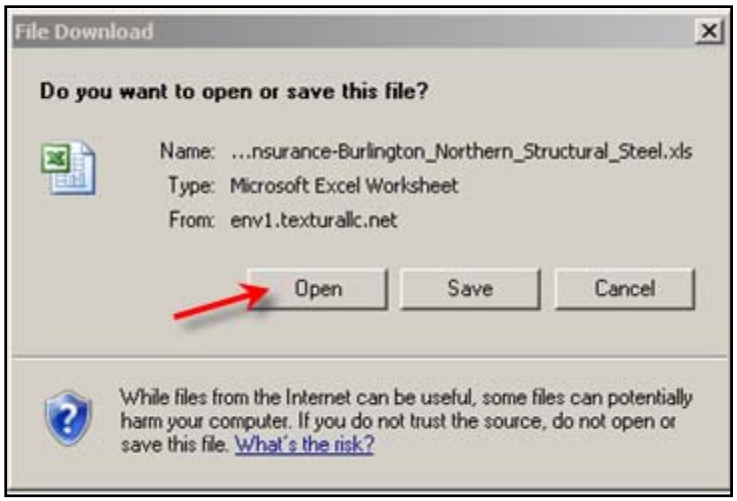
- Filtering options are available as drop down lists in the bar above the column headings.
  - Filtering defaults to: **All** (Filename extensions), **Current** (Draw #), **Invoice Attachment** (File Type), and **All** (Change Order - CO - #)
- View all draws from one contract by selecting **All** rather than **Current** in the drop down menu above the **Draw #** column.
- View Change Orders in addition to Invoice Attachments by selecting **All** rather than Invoice Attachment from the drop down menu above File Type.
- Files are sorted in reverse date order from the most recently uploaded.
  - Each column heading acts as sort criteria, i.e. Date, Filename, Size, Description, etc.

1. Click on the **Filename** to open a file.



The browser displays a pop-up dialog box.

2. Click **Open**.

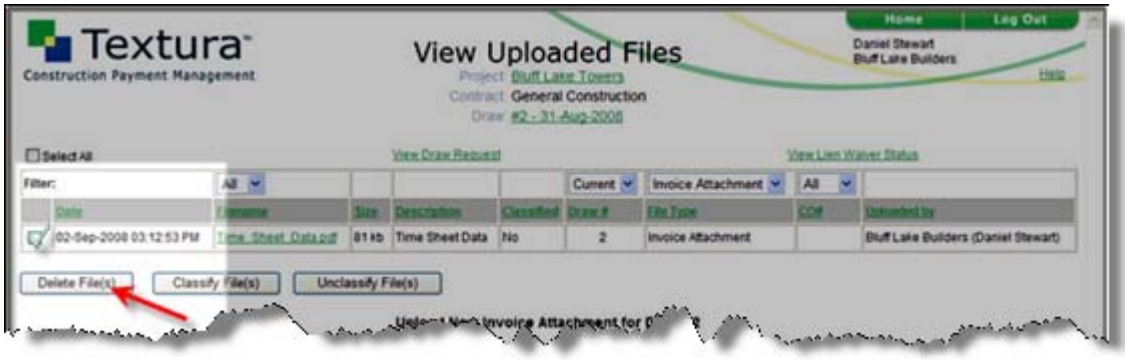


3. View the document.

Delete Files

- Files can be deleted by authorized users from the uploading organization.
- Attachments to signed invoices cannot be deleted.

1. Click the check box in the far left column beside the date of the file to be deleted.
2. Click **Delete File(s)**.



Classified Attachments

> Check the **Manage Classified Attachments** box when setting up a new user to give them access to this feature. Refer to Module 2 – Create Account: Create New Users for more information.

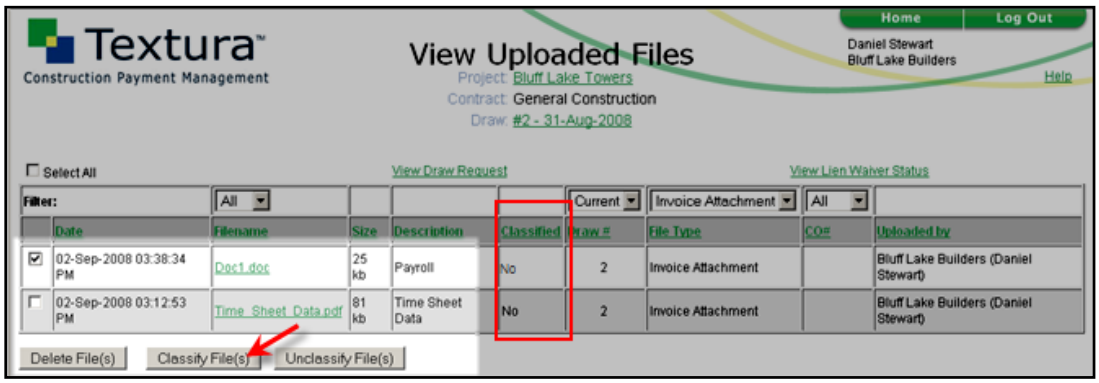
- All organizations in Textura™ can classify attachments.
- Attachments can be classified at the time they are uploaded or at any point thereafter. by users with the Manage Classified Attachments permissions
  - Classified files can be viewed, declassified, or deleted only by a person within the organization who has been assigned this permission in their user profile by a Local Administrator.
  - Classified files, checkboxes, and buttons appear on the View Uploaded Files page only to authorized users.
- Open book rules apply to classified attachments.

Classify a document when uploading:

1. Click the checkbox next to **Classified** in the **Upload New Invoice Attachment for Draw #** dialog.
2. Click **Submit**.

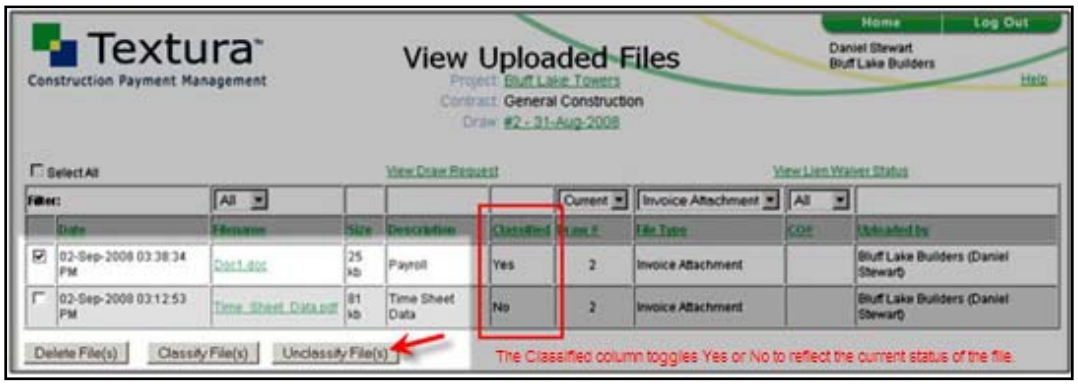
Classify previously uploaded documents:

1. Check the box to the left of the file upload date.
2. Click the **Classify** button.



Declassify a previously uploaded document:

1. Check the box to the left of the file upload date.
2. Click the **Unclassify File(s)** button.

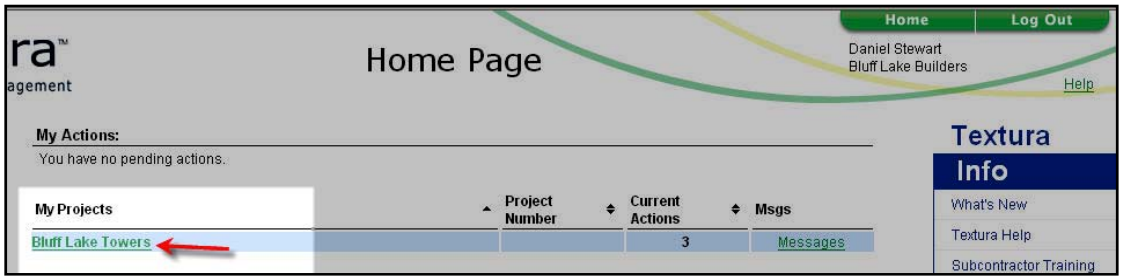


Print or Save Draw Documents

Draw documents can be printed individually or assembled for printing or electronic storage.

Print (or Save) Assembled Draw Documents

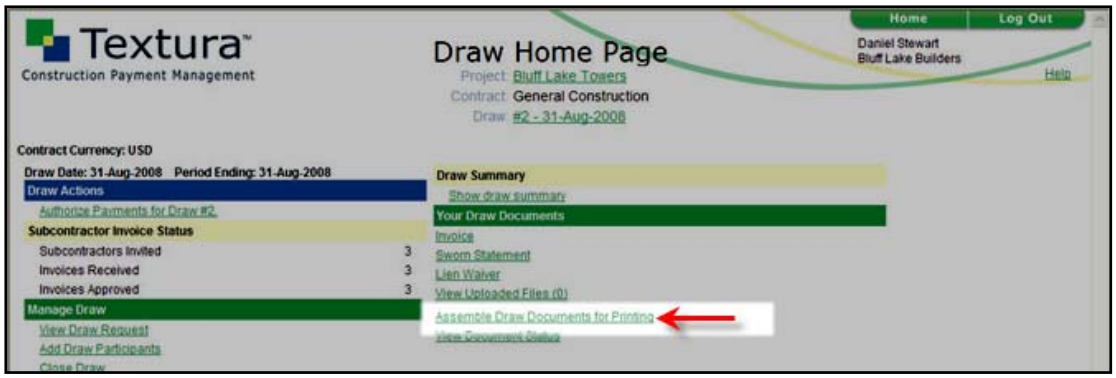
1. Click on the project name to navigate from the **Home Page** to the **Project Home Page**.



2. From the **Project Home Page**, click the desired **Draw #** under Pending or Completed Draws.

The system displays the **Draw Home Page**.

3. Click **Assemble Draw Documents for Printing**, under **Your Draw Documents**.

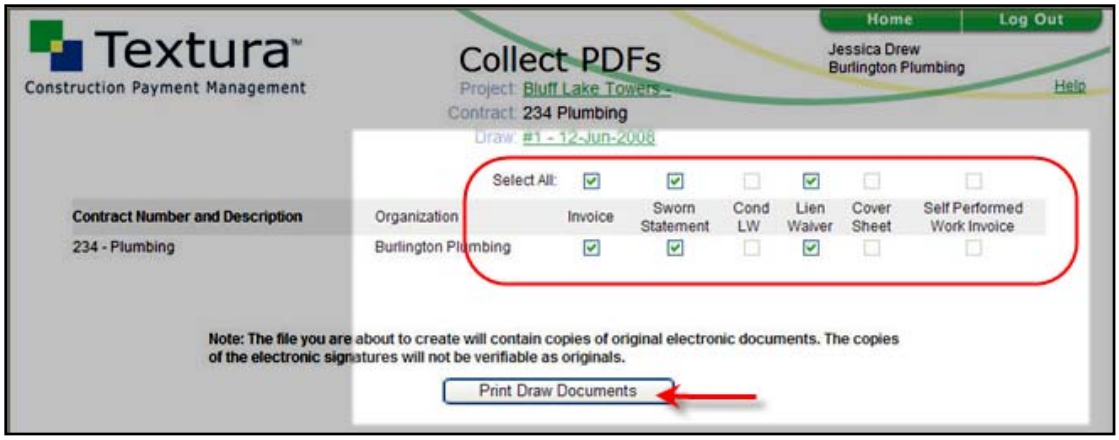


The system displays the **Collect PDFs** page.

4. Click the checkbox for each document you want to include.

Note that only documents that have been signed in Textura™ can be printed from this screen.

5. Click **Print Draw Documents**.

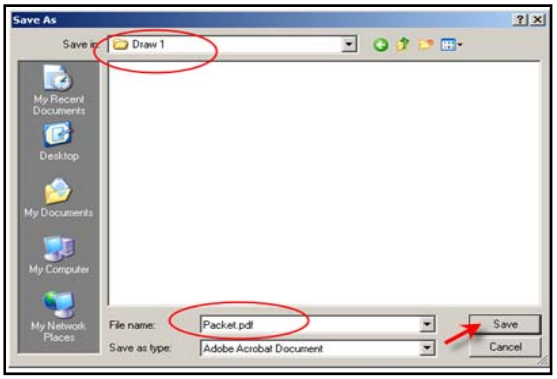


The browser displays a File Download dialog requesting a response.

All selected draw documents are compiled as one PDF file.

Save Document File

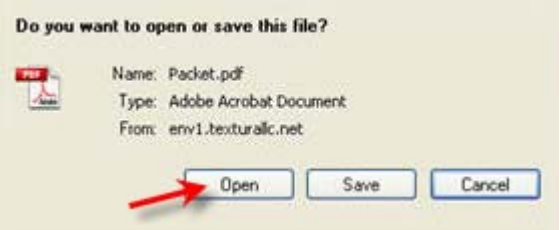
1. Click **Save** to Save the file to your computer.



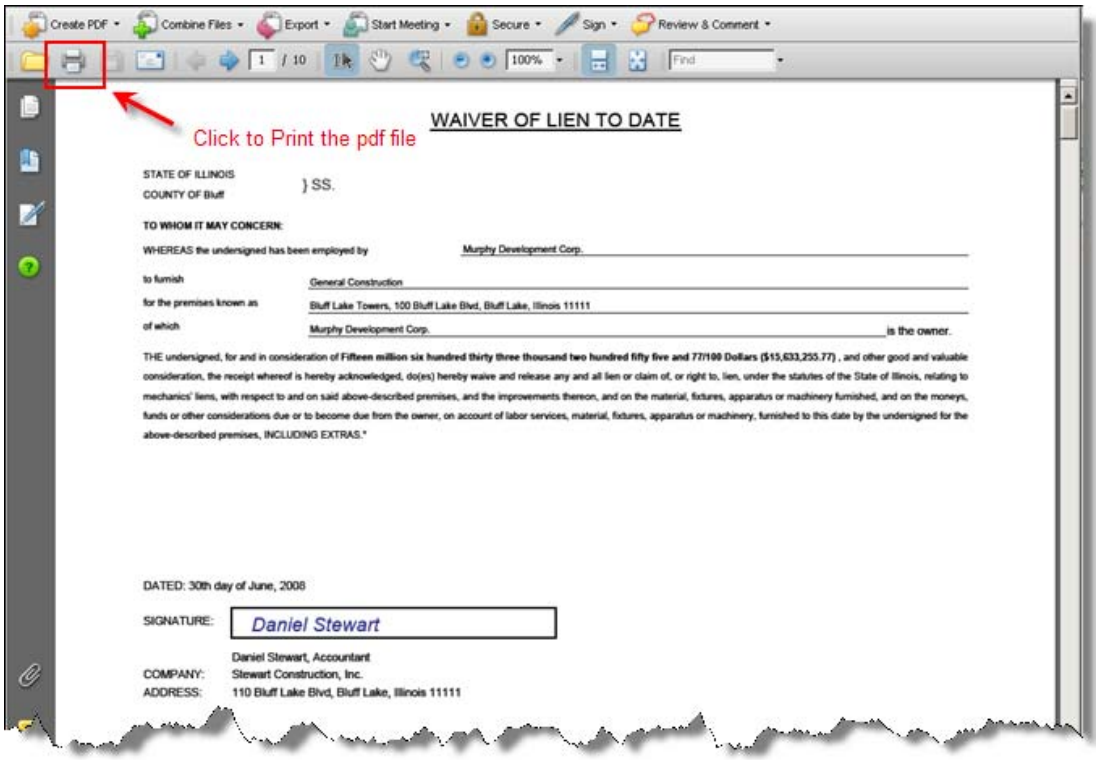
Print Document File

- Signatures do not appear on Unconditional Lien Waivers until approximately 72 hours after funds have been disbursed. Please check documents for signature(s) before printing.
- Organizations may print a signed copy of their own Unconditional Lien Waiver; however, to do so they must open the Lien Waiver document individually from the Draw Home Page by clicking Lien Waiver..

1. Click **Open** to display the file on your screen.

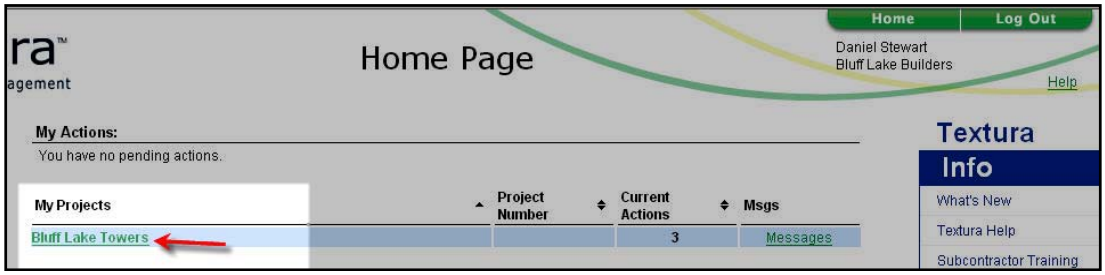


2. Select the Adobe® icon for printing.



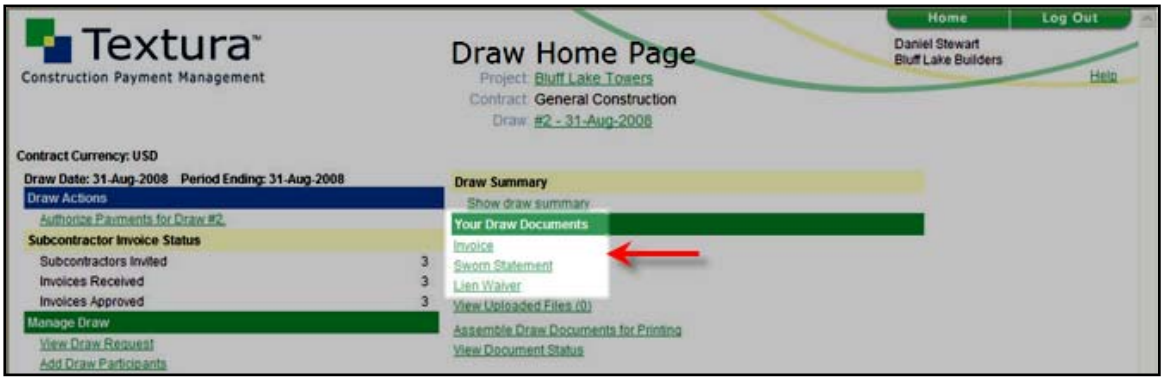
Print/Save Individual Draw Documents

1. Click on the project name to navigate from the **Home Page** to the **Project Home Page**.



2. From the **Project Home Page**, click the desired **Draw #** under **Pending** or **Completed Draws**.

The system displays the **Draw Home Page**.



Select the desired document to view.

The document opens in Adobe® Reader®.

Save document file.

Print document file.

Owner Billing - Overview

The following section provides a more detailed view of the steps associated with Owner Billing.

- Contracting Organization **enters self-performed work details and/or fees** to complete their **Owner Billing**
- Contracting Organization **signs the pay application** (finalizes invoice and/or sworn statement and lien waiver)
  - Optional: Contracting Organization may submit to on-system Owner for approval electronically via Textura™. **Refer to Module 3 – Project Setup: Above the Line Roles**.
  - Optional: On-system Architect may be given access to project to sign General Contractor's G702. **Refer to Module 3 – Project Setup: Above the Line Roles**.
  - Optional: Additional organizations (e.g., lenders, inspectors) may be given access to the project via Textura™ for view only privileges as a Supervisory Organization. **Refer to Module 3 – Project Setup: Above the Line Roles**.

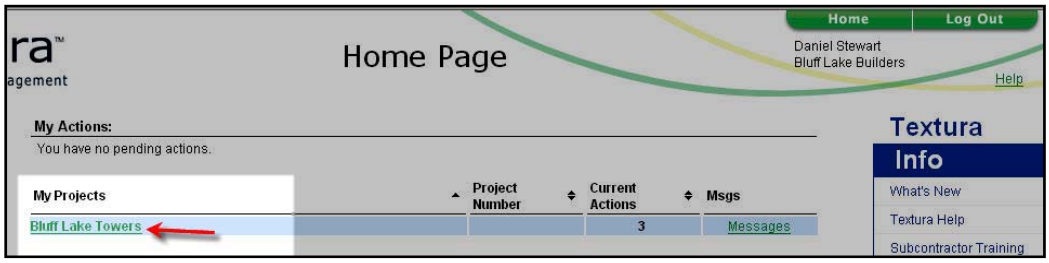
Documents signed in Textura™ are displayed using Adobe® Reader®. Before you begin signing your documents, please verify that you have the most up-to-date version of this application. You can download Adobe® Reader® at no cost by pointing your browser to this URL (web address) http://www.adobe.com/ and following the instructions for downloading or updating your copy.

Invoicing for Subcontracted and Self-Performed Line Items

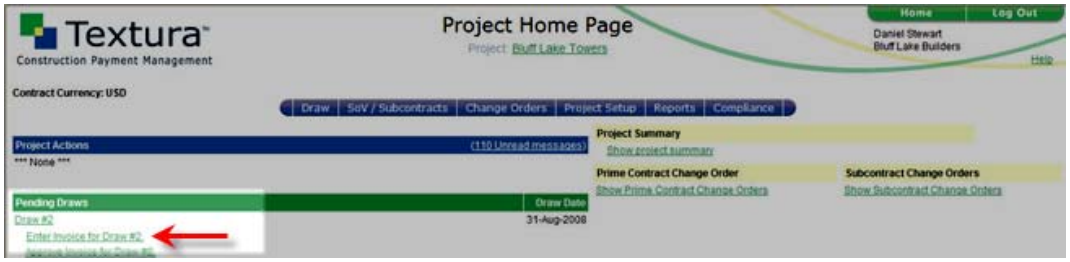
Textura™ prompts the Contracting Organization to enter an invoice as soon as the draw has been initiated; however, submission of your billing information is often postponed until after the Subcontractor invoices have all been received and approved for payment.

Enter Invoice – Contracting Organization

1. Click on the project name to navigate from the **Home Page** to the **Project Home Page**.

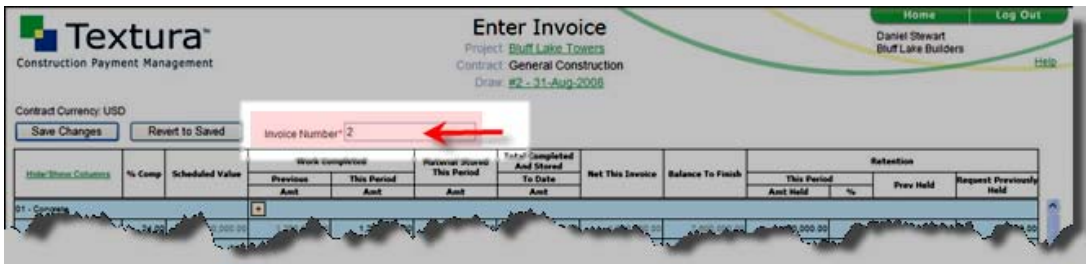


2. Click **Enter Invoice for Draw #** under **Pending Draws**.



The system displays the **Enter Invoice** page.

3. Type the **Invoice Number** in the field provided.



Entry Detail

Unless otherwise noted, invoice values are in the form of your Functional Currency.

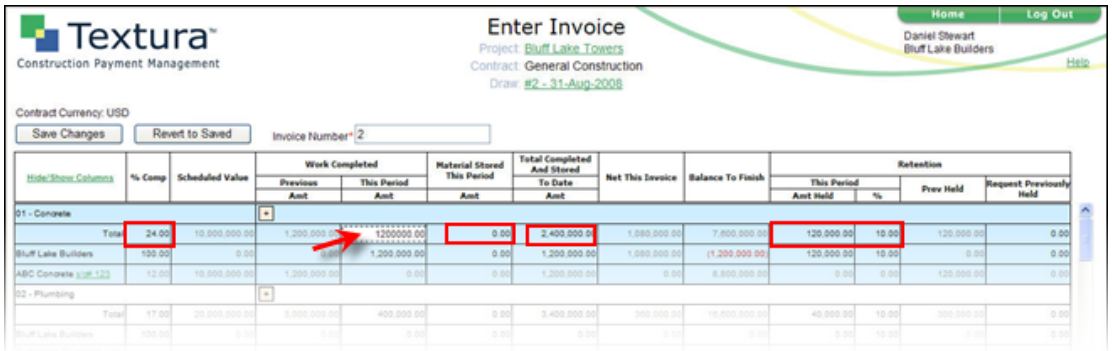
1. Enter a number for **% Comp(lete)** or a currency value for **Work Completed This Period, or Total (material) Completed and Stored To Date**.

A file must be uploaded separately for each draw.

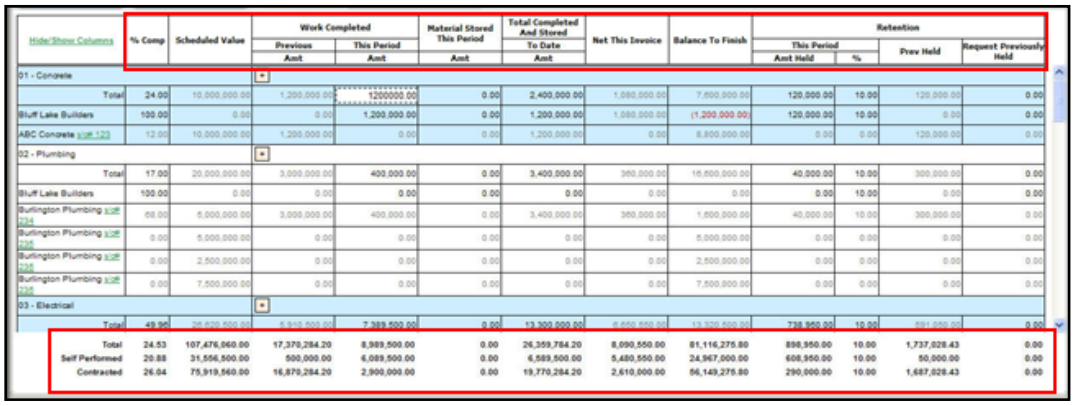
Invoice amounts may not exceed the remaining balance for any line item.

- Where applicable:
  - Type the value of **Material Stored This Period**.
  - Adjust **This Period Retention**:
    - **Amount Held**
    - **%**

Retention is calculated for all invoice amounts at the percentage specified by the project settings. If a line item is not subject to retention, or a different amount must be retained, the calculated retention amount can be overridden.



2. Verify the invoice totals at the bottom of the page:



Hide/Show Columns	% Comp	Scheduled Value	Work Completed Previous Amt	Work Completed This Period Amt	Material Stored This Period Amt	Total Completed And Stored To Date Amt	Net This Invoice	Balance To Finish	Retention This Period Amt Held	Retention This Period %	Retention Prev Held	Retention Request Previously Held
01 - Concrete												
Total	24.00	10,000,000.00	1,200,000.00	1200000.00	0.00	2,400,000.00	1,080,000.00	7,600,000.00	120,000.00	10.00	120,000.00	0.00
Bluff Lake Builders	100.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	1,080,000.00	(1,200,000.00)	120,000.00	10.00	0.00	0.00
ABC Concrete v:# 123	12.00	10,000,000.00	1,200,000.00	0.00	0.00	1,200,000.00	0.00	8,800,000.00	0.00	0.00	120,000.00	0.00
02 - Plumbing												
Total	17.00	20,000,000.00	3,000,000.00	400,000.00	0.00	3,400,000.00	360,000.00	16,600,000.00	40,000.00	10.00	300,000.00	0.00
Bluff Lake Builders	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00
Burlington Plumbing v:# 234	68.00	5,000,000.00	3,000,000.00	400,000.00	0.00	3,400,000.00	360,000.00	1,600,000.00	40,000.00	10.00	300,000.00	0.00
Burlington Plumbing v:# 235	0.00	5,000,000.00	0.00	0.00	0.00	0.00	0.00	5,000,000.00	0.00	0.00	0.00	0.00
Burlington Plumbing v:# 235	0.00	2,500,000.00	0.00	0.00	0.00	0.00	0.00	2,500,000.00	0.00	0.00	0.00	0.00
Burlington Plumbing v:# 235	0.00	7,500,000.00	0.00	0.00	0.00	0.00	0.00	7,500,000.00	0.00	0.00	0.00	0.00
03 - Electrical												
Total	49.95	26,620,500.00	5,910,500.00	7,389,500.00	0.00	13,300,000.00	6,650,550.00	13,320,500.00	738,950.00	10.00	591,050.00	0.00
Total	24.53	107,476,060.00	17,370,284.20	8,989,500.00	0.00	26,359,784.20	8,090,550.00	81,116,275.80	898,950.00	10.00	1,737,028.43	0.00
Self Performed	20.88	31,556,500.00	500,000.00	6,089,500.00	0.00	6,589,500.00	5,480,550.00	24,967,000.00	608,950.00	10.00	50,000.00	0.00
Contracted	26.04	75,919,560.00	16,870,284.20	2,900,000.00	0.00	19,770,284.20	2,610,000.00	56,149,275.80	290,000.00	10.00	1,687,028.43	0.00

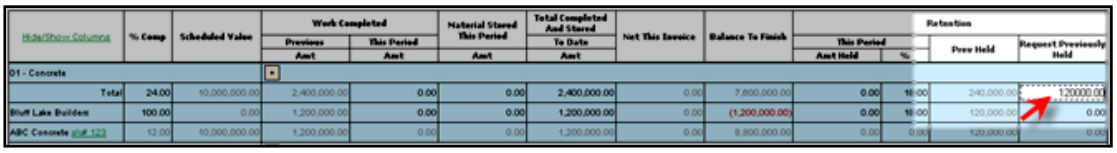
Invoices can be saved at any time and can be edited until the invoice has been signed.

Billing for Retention

Please note that retention is entered on a line by line basis.

In Textura™, the release of retention is treated as part of the standard draw process, i.e., organizations request retention on an invoice and sign a Lien Waiver.

- Type the value of previously withheld retention that you are requesting to be paid into the **Request Previously Held** column. The amount requested cannot exceed the value displayed in the **Retention – Prev Held** column.



Hide/Show Columns	% Comp	Scheduled Value	Work Completed Previous Amt	Work Completed This Period Amt	Material Stored This Period Amt	Total Completed And Stored To Date Amt	Net This Invoice	Balance To Finish	Retention This Period Amt Held	Retention This Period %	Retention Prev Held	Retention Request Previously Held
01 - Concrete												
Total	24.00	10,000,000.00	2,400,000.00	0.00	0.00	2,400,000.00	0.00	7,600,000.00	0.00	10.00	240,000.00	120000.00
Bluff Lake Builders	100.00	0.00	1,200,000.00	0.00	0.00	1,200,000.00	0.00	(1,200,000.00)	0.00	10.00	120,000.00	0.00
ABC Concrete v:# 123	12.00	10,000,000.00	1,200,000.00	0.00	0.00	1,200,000.00	0.00	8,800,000.00	0.00	0.00	120,000.00	0.00

1. Select **Save Changes** to save this invoice.

The system displays a **Status** page including **Next Steps**.

- **Enter Invoice** remains a “Next Step” until the Pay Application documents are signed.
- The invoice is not submitted for payment until it is signed.
- Click the **Send to Signer** link when you are certain that the invoice is complete and all your Subcontractors have submitted their documents and been approved.

Enter Invoice Display

Organizations may choose to customize their Enter Invoice spreadsheet to display only the fields/columns they use. The **Hide/Show Columns** option appears as a link in the upper left corner of the **Enter Invoice** spreadsheet.

Before altering your present configuration, print or otherwise record the arrangement so that you can easily return to the format if desired

By default, the **Enter Invoice** page displays the following fields:

- % Comp
- Scheduled Value
- Work Completed Previous Amt
- Work Completed This Period Amt
- Material Stored This Period Amt
- Total Completed and Stored to Date Amt
- Balance To Finish
- Retention This period Amt Held
- Retention This Period %
- Retention Prev Held
- Retention Request Previously Held

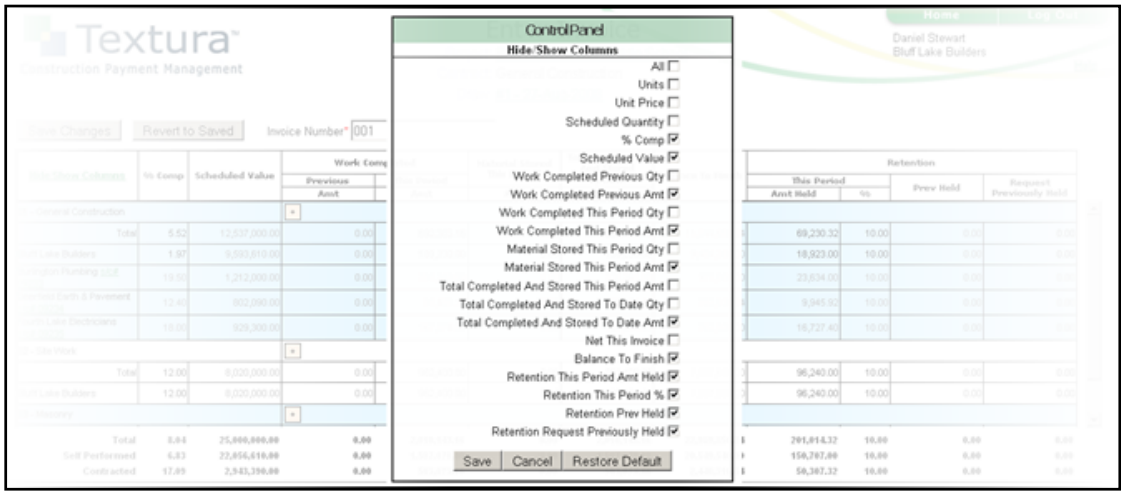
The following additional fields may be displayed to allow Unit Price Billing, a specialized invoice format required by some Contracting Organizations.

- Units
- Unit Price
- Scheduled Quantity

Unit Price data may be used for any open draw, and does not affect the Schedule of Values or the printed Pay Application. Please consult the documentation under Special Topics for more information about Unit Price Billing.

When **Show/Hide Columns** is selected, the **ControlPanel** dialog appears, allowing the user to choose the fields they wish to see displayed on their Enter Invoice page.

1. Click the checkboxes to make the appropriate selections.
2. Click **Save** to close the dialog and view the reconfigured display.



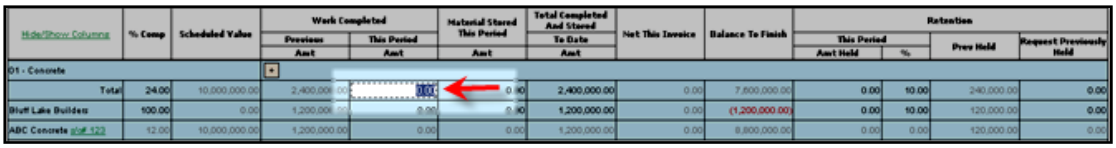
Navigation

Tab-ordered data entry

Tab-ordered data entry enables the user to move through the editable cells in the table using only the Tab key. Tab follows a path from left to right from the starting point, and, after the last editable cell of each line, moves to the first (leftmost) editable cell in the next line down. Holding down the **Shift** key when clicking the Tab key reverses the direction (to a path from right to left), but must be repeated each time the (reverse) effect is desired.

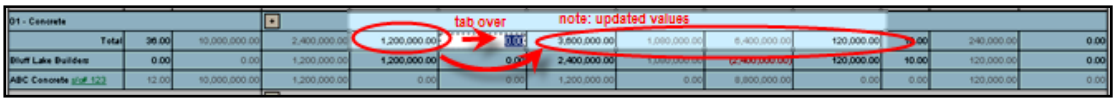
1. Click in the first field of the line item for which you are billing.

The "active" cell is outlined with a dashed box.



2. Click the **Tab** key to navigate to the next editable field.

Values affected by the entry recalculate as you tab to the next editable field.



3. Continue tabbing through the line(s) until entry is complete.

Up and down arrow keys

Users may also navigate vertically through the spreadsheet **using the up or down arrow keys**. This takes the user to the **corresponding cell in the next line**.

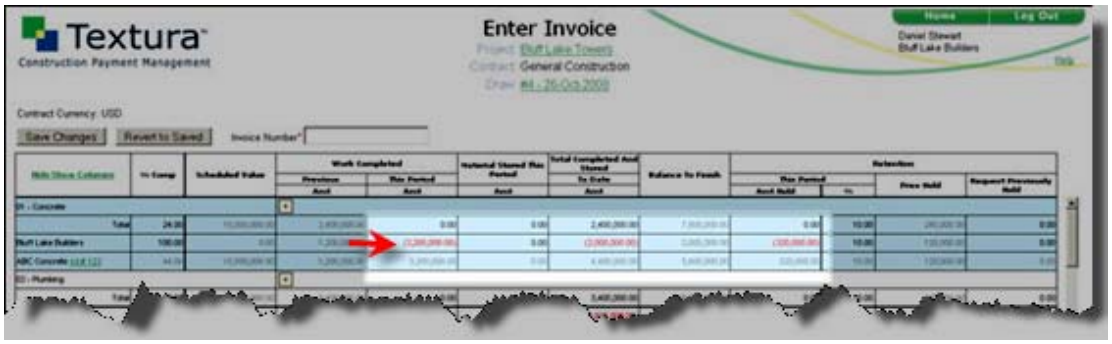
Advance Billing

Advance Billing is a Project Setting that changes the behavior of the Enter Invoice screen, giving the Contracting Organization the ability to invoice the Owner on a contracted line item for an amount greater than its Self-Performed amount, regardless of the amount of a Subcontractor invoice or whether an invoice is received for that line.

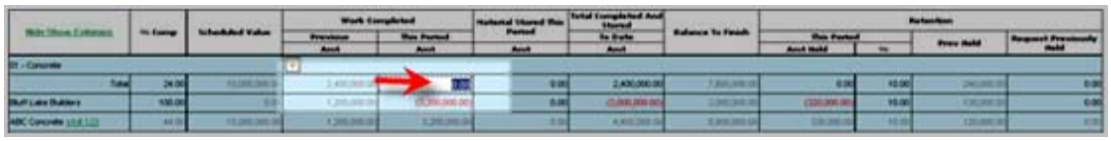
Advance Billing is turned “Off” by default, automatically populating the Owner’s pay application with approved Subcontractor invoice amounts.

With Advance Billing turned “On” in the Project Settings, the Contracting Organization must specify the invoice amounts for each line item on the Owner’s pay application.

- Amount billed can be greater or less than the Subcontractor invoice.
  - Amount billed cannot exceed total balance due for line item.
- Approved Subcontractor invoice amounts appear on the Contracting Organization’s Schedule of Values for reference when preparing the Owner billing.
- Subcontractor invoiced amounts appear as a negative amount on the Contracting Organization Enter Invoice Schedule of Values.



- The Owner billing remains zero until the Contracting Organization enters the amount to be billed.



- The system calculates totals based on the amount that the Contracting Organization chooses to bill, rather than the amount of the Subcontractor invoice. The Contracting organization thus controls the amount invoiced for the Advance Billed line item.

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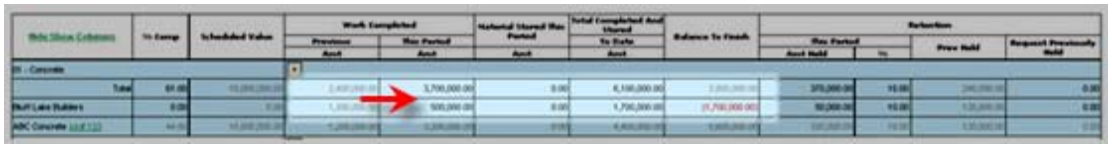
In the example, the Subcontractor has billed for $3,200,000. The Contracting Organization enters a larger amount, in this case $3,700,000. The additional $500,000 is the Advance Billing; this amount is held back from a future payment to the Contracting Organization, unless a Change Order is created increasing the line item amount.



The amount entered on the invoice by the Contracting Organization is displayed on the G703.

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
01	Concrete	10,000,000.00	2,400,000.00	3,700,000.00	0.00	6,100,000.00	61.0%	3,900,000.00	610,000.00

Send to Signer

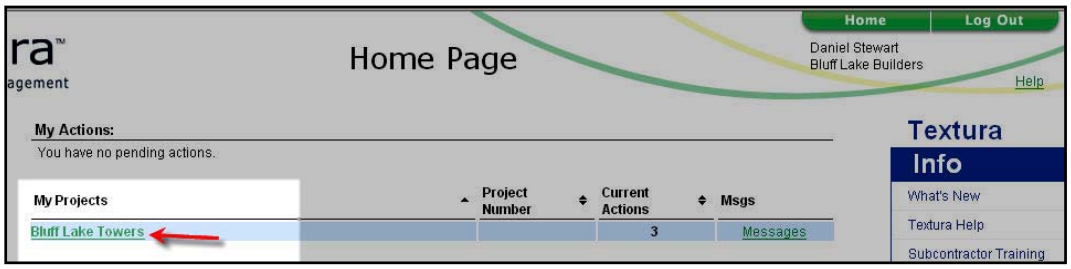
When all Subcontractor invoices have been received and approved, the Pay Application is ready to be signed.

Send to Signer is a trigger point for Draw Context, i.e., when the user takes this action, the draw context in the system is advanced to the next draw (initiated or not). Any modifications, etc. that take place after Send to Signer is clicked have no bearing on the draw currently being signed.

Textura™ generates the **Send to Signer** action under the following conditions:

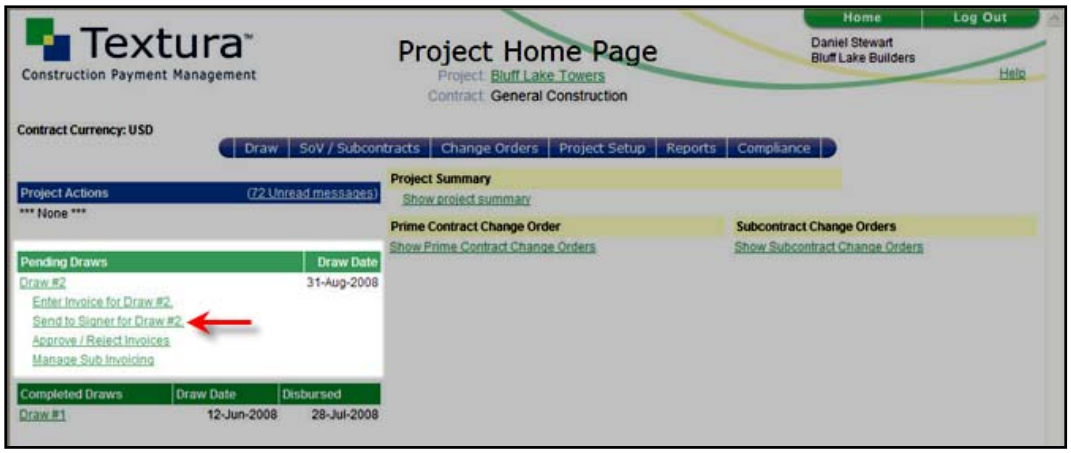
- The **Enter Invoice** page is accessed and the **Save Changes** button is clicked.
- At least one Subcontractor invoice is approved, with or without **Advance Billing**.

1. Click on the project name to navigate from the **Home Page** to the **Project Home Page**.



The system displays the **Project Home Page**.

2. Click **Send to Signer for Draw #**.



The system displays the **Send to Signer** page.

3. Verify that the Project Summary information is correct.

4. Click **Send to Signer**.

The system displays a **Status** page confirming that the invoice has been sent to the signer.

The action to sign appears only for the Signer(s). Where the Project Manager is the Signer; the system provides a link to sign the document under **Next Steps** on the **Status** page.

5. Click **Sign Invoice for Draw #** to proceed with signing the invoice.

Sign Documents

The system automatically displays the documents required for the draw, including any or all of the following:

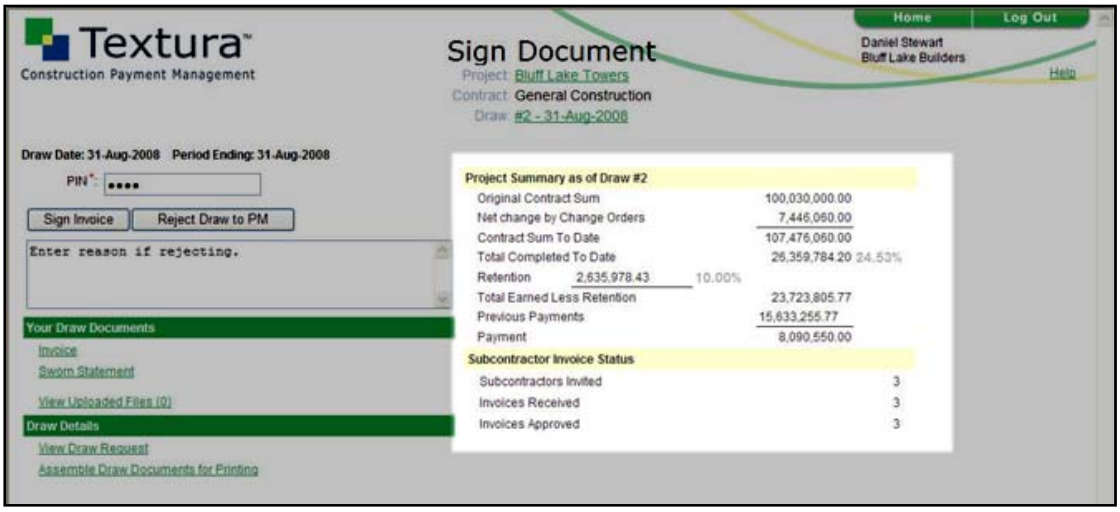
- Invoice
- Sworn Statement
- Lien Waiver

Documents signed in Textura™ are displayed using Adobe® Reader®. Before you begin signing your documents, please verify that you have the most up-to-date version of this application. You can download Adobe® Reader® at no cost by pointing your browser to this URL (web address) http://www.adobe.com/ and following the instructions for downloading or updating your copy.

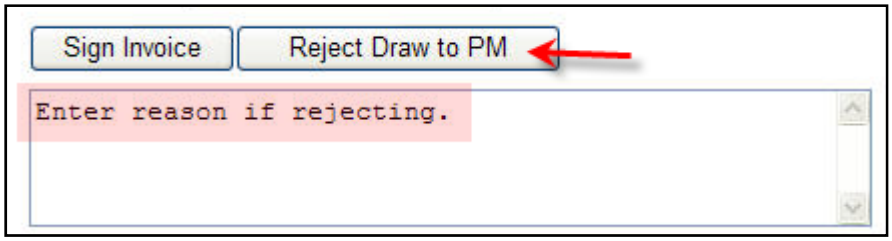
The user confirms that the invoice is accurate and complete prior to signing. Signed documents are transmitted in real time.

Invoice

Use the link provided to open the **Sign Document** page.



- View the **Project Summary** in the right hand column to verify that the numbers are correct.
- If the Summary is not correct, **Reject Draw to PM**. Please Note that **Reject Draw to PM** is available only during the Sign Invoice/Sworn Statement portion of the document signing process.



When the Signer clicks **Reject Draw to PM** prior to signing a document, the Project Manager for their organization receives an email message notifying them that their organization's invoice has been rejected. Signatures on Pay Application documents applied prior to clicking **Reject Draw to PM** are removed and, if another invoice is submitted, all documents must be signed again.

If there are additional supporting documents that you would like to submit with your Pay Application, they may be uploaded via **View Uploaded Files**. Refer to **Upload and View Uploaded Documents** in this module or click here to view this topic.

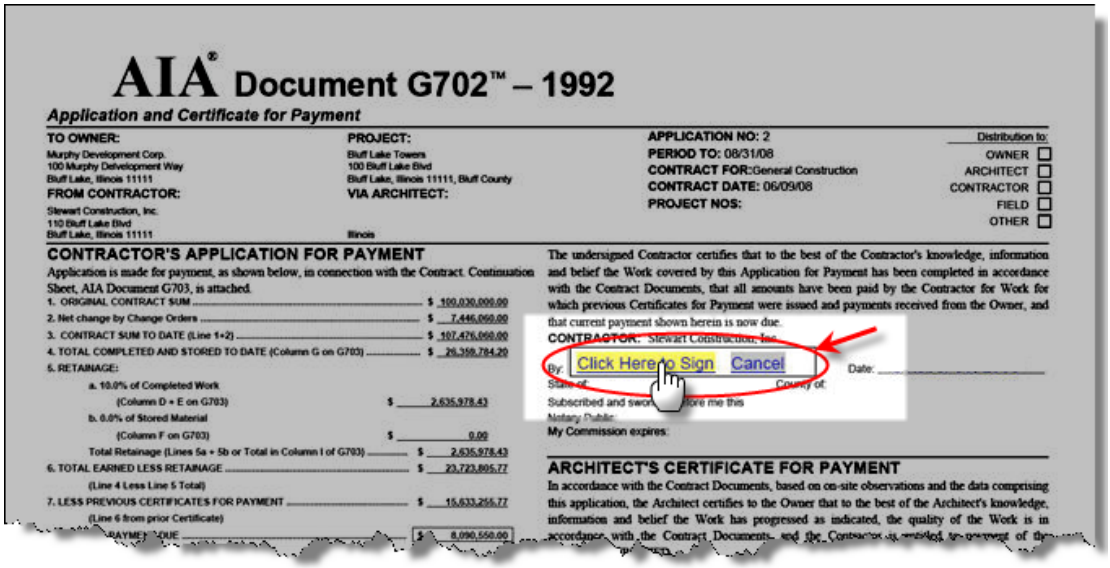
To view the unsigned invoice, click the **Invoice** link under **Your Draw Documents**.The system displays the Invoice document(s) using Adobe® Reader®. When satisfied that the document is correct, proceed with signing.

1. Enter your **PIN**.
2. Click **Sign Invoice**.

The system displays the Invoice document(s) using Adobe® Reader®.

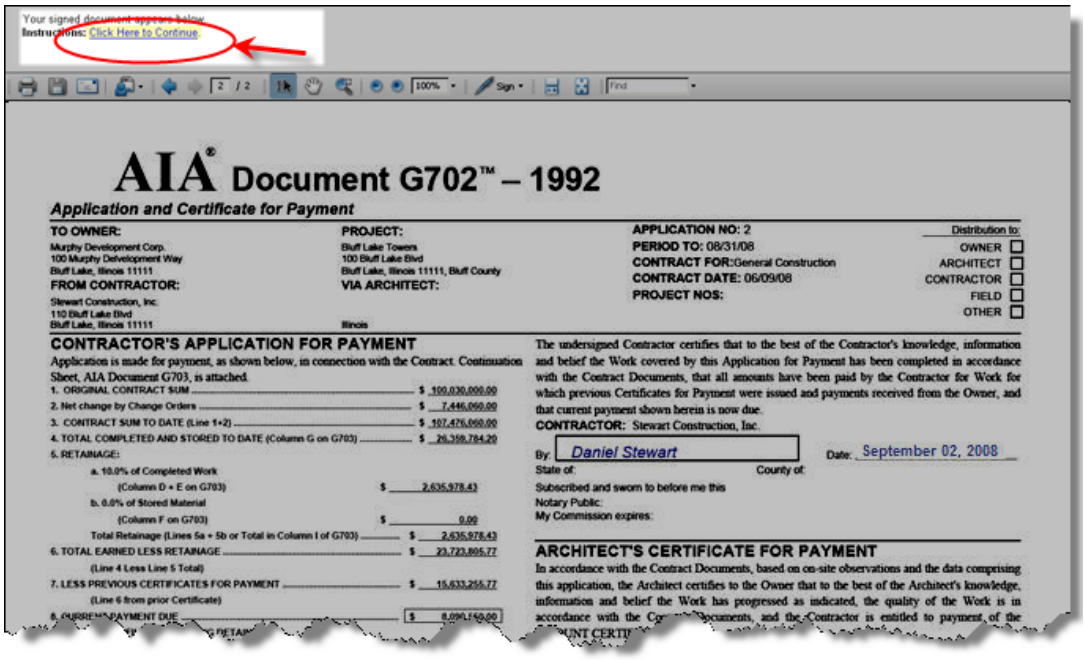
Prior to signing, you may wish to scroll through all pages of your document to verify that the information is correct.

3. Click once on the highlighted **Click Here to Sign** in the Invoice document. The cursor changes to a hand symbol as you roll your mouse over the box; **click only once to sign**.



Please wait while the document reloads. The Signer's name appears in the signature box.

4. Click once on the highlighted **Click Here to Continue** in the Instructions at the top of the page. **This is a mandatory step to complete submission of your invoice.**

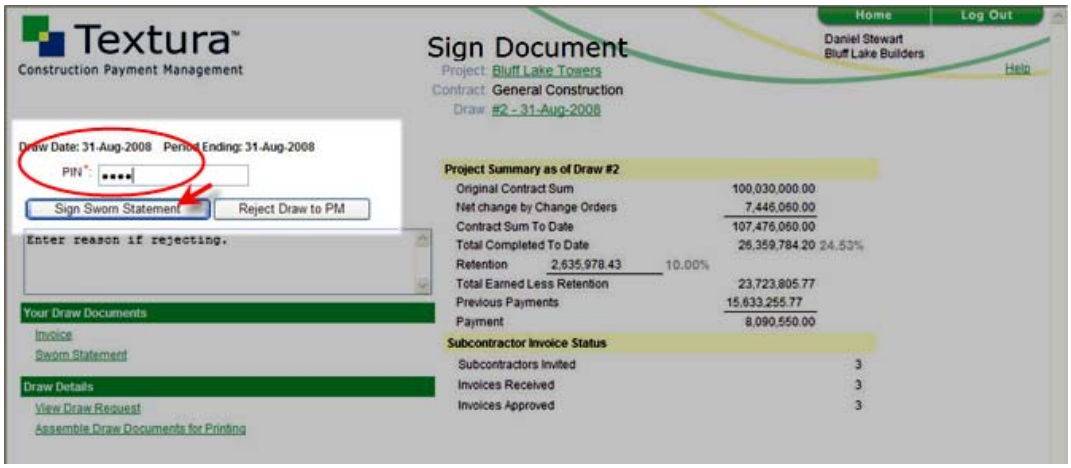


Where the project requires a Notary signature on a document, the user is returned to the **Sign Document** page to provide the Notary signature. Refer to the **Notarize documents in Textura™** topic in the Subcontractor Invoicing section of this module, or click here to view.

Sworn Statement

Where the project requires a Sworn Statement, the system again displays the **Sign Document** Page.

1. Enter your **PIN**.
2. Click **Sign Sworn Statement**.



The system displays the Sworn Statement using Adobe® Reader®.

Prior to signing, you may wish to scroll through all pages of your document to verify that the information is correct.

3. Click once on the highlighted **Click Here to Sign** in the Sworn Statement.
4. Click once on the highlighted **Click Here to Continue** in the Instructions at the top of the page. **This is a mandatory step to complete submission of your invoice.**

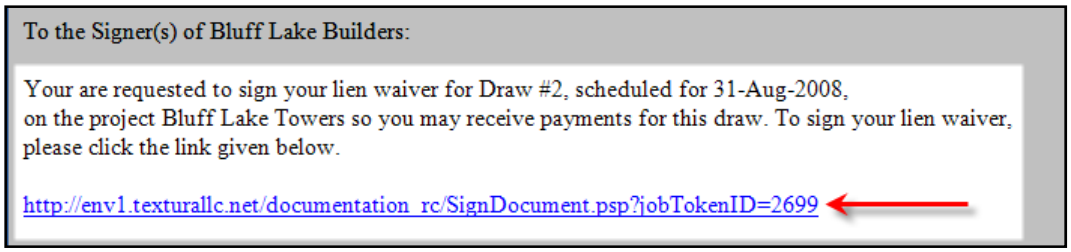
The system displays a **Status** page confirming that the document is signed.

Where the project requires a Lien Waiver, there is a link to **Sign Lien Waiver for Draw #** on the Status page. This link will also appear in the Signer's actions under **Pending Draws**.

Lien Waiver

Textura™ sends an email notification to the Signer requesting their signature on the Lien Waiver and providing a link to access the system.

1. Click the email link.



The Signer can also log in and access the action to sign via their Project Actions on the Project Home Page or Draw Home Page.

The system displays the **Sign Document** page.

2. Enter your **PIN**.

3. Click **Sign Lien Waiver**.

The system displays the Lien Waiver using Adobe® Reader®.

Prior to signing, you may wish to scroll through all pages of your document to verify that the information is correct.

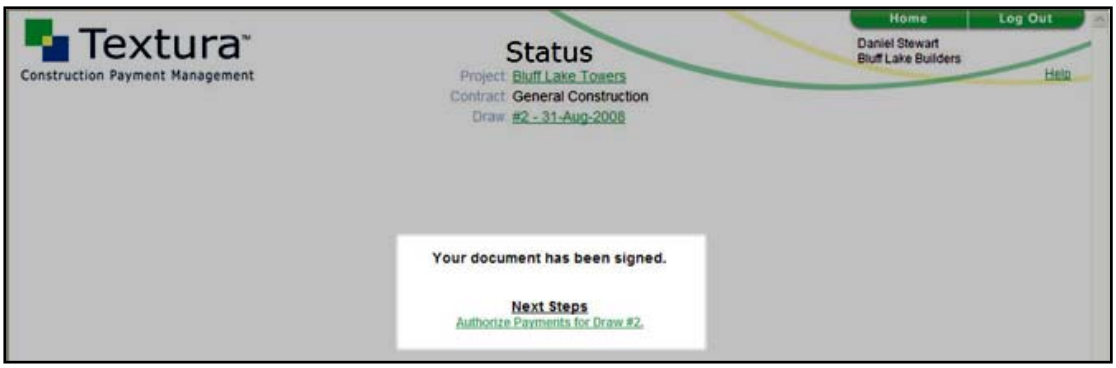
If selected in the Project Settings, the Signer can choose to enter Optional Text on the Lien Waiver. Comments inserted into a Lien Waiver by the Signer do not alter the document language.

4. Click once on the highlighted **Click Here to Sign** in the Lien Waiver document.

Please wait while the document reloads. The Signer's name appears in the signature box.

5. Click once on the highlighted **Click Here to Continue** in the Instructions at the top of the page. **This is a mandatory step to complete submission of your invoice.**

When signing is complete, the user sees a Status page confirming that the document(s) have been signed. Documents requiring two signatures will be displayed a second time for signing. If the document (Adobe® Reader®) window is closed before the second signature is confirmed, the first signature will be discarded. Please continue signing until the system displays confirmation that signing is complete.



Notarize Documents

Where the project requires a Notary signature on a document, the user is returned to the Sign Document page to provide the Notary signature. Click here to view this topic.

Draw History – View Draw Request

View Draw Request

The View Draw Request SoV and SC screens make past and present period invoice information available in a graphical format for reference purposes. The information is not editable, but is a valuable resource for users, providing a snapshot of draw data through the close of the selected draw period, or up to the date of inquiry for an open draw.

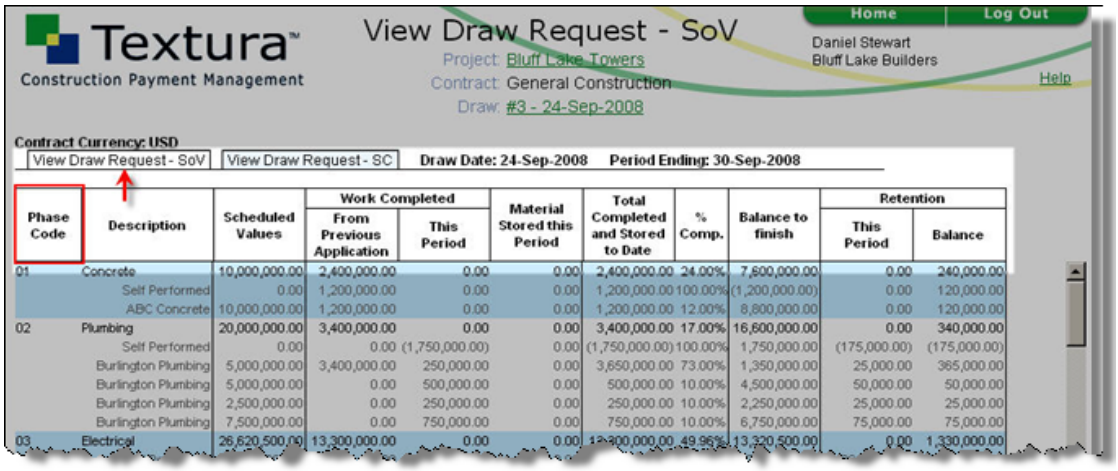
The following fields are displayed on both pages.

- Description
- Scheduled Values
- Work Completed
  - From Previous Application
  - This Period
- Material stored this period
- Total completed and stored to date
- % complete
- Balance to finish
- Retention
  - This Period
  - Balance

View Draw Request – SoV

Users can view a line-by-line breakdown of approved Subcontractor invoices and self-performed amounts, including retention.

Information On the View Draw Request – SoV page is organized by line item (Phase Code).



Phase Code	Description	Scheduled Values	Work Completed: From Previous Application	Work Completed: This Period	Material Stored this Period	Total Completed and Stored to Date	% Comp.	Balance to finish	Retention: This Period	Retention: Balance
01	Concrete	10,000,000.00	2,400,000.00	0.00	0.00	2,400,000.00	24.00%	7,600,000.00	0.00	240,000.00
	Self Performed	0.00	1,200,000.00	0.00	0.00	1,200,000.00	100.00%	(1,200,000.00)	0.00	120,000.00
	ABC Concrete	10,000,000.00	1,200,000.00	0.00	0.00	1,200,000.00	12.00%	8,800,000.00	0.00	120,000.00
02	Plumbing	20,000,000.00	3,400,000.00	0.00	0.00	3,400,000.00	17.00%	16,600,000.00	0.00	340,000.00
	Self Performed	0.00	0.00	(1,750,000.00)	0.00	(1,750,000.00)	100.00%	1,750,000.00	(175,000.00)	(175,000.00)
	Burlington Plumbing	5,000,000.00	3,400,000.00	250,000.00	0.00	3,650,000.00	73.00%	1,350,000.00	25,000.00	365,000.00
	Burlington Plumbing	5,000,000.00	0.00	500,000.00	0.00	500,000.00	10.00%	4,500,000.00	50,000.00	50,000.00
	Burlington Plumbing	2,500,000.00	0.00	250,000.00	0.00	250,000.00	10.00%	2,250,000.00	25,000.00	25,000.00
	Burlington Plumbing	7,500,000.00	0.00	750,000.00	0.00	750,000.00	10.00%	6,750,000.00	75,000.00	75,000.00
03	Electrical	26,620,500.00	13,300,000.00	0.00	0.00	13,300,000.00	49.96%	13,320,500.00	0.00	1,330,000.00

View Draw Request – SC

The View Draw Request – SC page presents a summary of all data up to and including the specified draw. Users can quickly verify amounts billed for each Subcontract, the percentage of work completed, retention held, and whether or not Change Orders are included in that period data.

The information is organized by Subcontract, and includes the following fields not present on the View Draw Request – SoV page:

- Subcontract #
- Subcontractor (Description)
- (Sub)Contract Currency

Users can drill into the detail of each Subcontractor's Schedule of Values by clicking the linked number in the Subcontract # column. Also present for each Subcontract on the View Draw Request screen are individual draw document links and links to the View Uploaded Files page. Refer to **Upload and View Uploaded Documents** in this module or click here to view.